

| KEY |
|---|
| Extant operational policy |
| *policy* Denotes extant operational policy but not published on gov.uk |
| Cancelled/Replaced/Obsolete policies are shaded and text struck through |
| Extant operational policies going through the cancellation process and expected to be cancelled. |

NUMERICAL LIST OF PROBATION INSTRUCTIONS

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|---------|--|--|----------------|-------------|--|
| 01/2009 | 01/2009 | The Instructions System – The Approval & Implementation of Policy & Instructions | Allen Casey, Operational Policy Unit Allen.casey@hmpps.gsi.gov.uk 020 7217 6272 | 01/08/2009 | 31/07/2011 | Replaces and cancels: PSO 0001 The Instructions System Cancelled by PI 01/2011 – AI 01/2011 & PI 14/2012 – AI 08/2012 |
| 02/2009 | | NOT USED | NOT USED | NOT USED | NOT USED | NOT USED |
| 03/2009 | | Information Assurance PROTECT – SECURITY | Information Assurance Operations Team 0300 047 6590 Informationassurance@noms.gsi.gov.uk | 05/10/2009 | 05/10/2012 | Replaces and cancels: PC 2/2009 Cancelled by PI 18/2014 |
| 04/2009 | | Recall of Prisoners on Licence – Sharing Information and Performance Monitoring | Paul.walsh2@noms.gsi.gov.uk Diana.greene@noms.gsi.gov.uk | 01/10/2009 | 30/09/2012 | Cancelled by PI 07/2013 Cancelled by PI 27/2014 – AI 22/2014 |
| 05/2009 | | Mandatory use of ViSOR | NOMS Public Protection Unit: Paul Manning ViSOR Team, 8 th Floor, Cleland House. 0207 217 6199 email: Paul.Manning@noms.gsi.gov.uk | 05/10/2009 | 05/10/2012 | Cancelled by PI 03/2013 |
| 06/2009 | | Implementation of the Armed Forces Act 2006 | Sarah Winwin Sein Offender Management Team SarahWinwin.Sein@justice.gov.uk | 31/10/2009 | 31/10/2013 | Cancelled by PI 20/2014 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|--------|--|---|----------------|-------------|--|
| 07/2009 | | Pre-Tariff Sift Reviews for Indeterminate Sentenced Prisoners | Steve Watson, Pre-Release Policy Manager, PPU Stephen.Watson2@noms.gsi.gov.uk 0207 217 6398 | 01/01/2010 | 27/11/2012 | Replaced and cancelled by PSI 36/2012 (PI 18/2012) |
| 08/2009 | | Victim Representation at Parole Board Hearings | Felicity Hawksley – Head of Victims Team, NOMS PPMHG Felicity.hawksley@noms.gsi.gov.uk / 020 7217 6396 Robert Lawman – Senior Policy Advisor, NOMS PPMHG Robert.lawman@noms.gsi.gov.uk / 020 7217 6599 | 01/01/2010 | 31/12/2012 | Replaces and cancels: PC 27/2007 (Victim representation at Parole Board Hearings) Paragraph 2.17 amended by PI 20/2010 Cancelled by PI 11/2013 |
| 09/2009 | | Medication in Approved Premises | sean.langley@noms.gsi.gov.uk or 020 7217 2714 paul.douglas2@noms.gsi.gov.uk or 020 7217 6718 See also section 7 in the Instruction | 21/12/2009 | 31/03/2012 | Replaces and cancels: PC 33/2004 Cancelled by PI 03/2011 |
| 01/2010 | | Licenses for Music in Probation Areas and Trusts | Robyn Malan de Merindol, Operational Policy Manager, Operational Policy Unit, Room 541, Cleland House, London, SW1P 4LP Robyn.MalandeMerindol@noms.gsi.gov.uk | 18/01/2010 | 31/12/2011 | |
| 02/2010 | | Unpaid Work/Community Payback Service Specification & Operation Manual for Community Payback: delivering the sentence of Unpaid Work | Jill Shaw, Community Skills and Employment Unit Jill.shaw@noms.gsi.gov.uk 02072175135 Neill Martin, Community Skills and Employment Unit Neill.martin@noms.gsi.gov.uk 02072171333 David Mead, Community Skills and Employment Unit David.mead@noms.gsi.gov.uk | 01/04/2010 | 30/03/2014 | Replaces and cancels: PC 20/2006 PC 39/2006 Cancelled by PI 17/2012 & PI 03/2016 – AI 03/2016 |
| 03/2010 | | Implementation of the Victim Liaison Service Specification | Felicity Hawksley – Head of Victims Team, NOMS PPMHG Felicity.Hawksley@noms.gsi.gov.uk 020 7217 6396 | 05/04/2010 | 29/03/2014 | Introduces amendments outlined in Annex A to the following documents: PC 11/2008. 11/12/2023 – replaced by the Victim Support Scheme PF |
| 04/2010 | | Community Compacts - For use in the Community | Robin Dickens, Offender Assessment and Management Group, 0207 217 8646 Nina Revell, Safer Custody and Offender Policy Group, 0207 035 1544 | 01/05/2010 | 30/04/2014 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|--------|--|---|----------------|-------------|---|
| 05/2010 | | Statutory Changes To Community Safety Partnerships (CSPs) | Philip Rees, Service Development Group 0207 217 1946 | 08/04/2010 | 07/04/2014 | |
| 06/2010 | | PSO 4700 The Indeterminate Sentence Manual Chapters 3, 7, 8, 10, 11, 12 and 15 | Tony Macgregor, ISP policy lead, NOMS PPMHG 8 th Floor Cleland House tony.macgregor@noms.gsi.gov.uk | 19/04/2010 | 18/04/2014 | This PSI advises of replacements to Prison Service Order 4700 Chapters 3, 10, 12 and 15 and the immediate withdrawal of Chapters 7, 8 and 11. Introduces revised chapters to PSO 4700. All hard copies of PSO 4700 must be amended by the replacement of the old chapters. Chapter 12 replaced by ERCG Policy Framework |
| 07/2010 | | Probation Qualifications Framework | Paula Cairney 0207 217 6573 Mandy Pointon 0207 217 1079 | 15/04/2010 | 14/04/2015 | |
| 08/2010 | | Offender Management Feedback Questionnaire | Karen MacLeod Offender Management Team Natasha Garnham / Stefan Gieler Performance Information and Analysis Group | 01/06/2010 | 31/03/2013 | |
| 09/2010 | | Accommodation and Support Service for Bail and HDC – Change of Contract | Chris Marsh, Sentencing Policy and Penalties Unit in the Justice Policy Group of the Ministry of Justice chris.marsh@justice.gsi.gov.uk 020 3334 5035 | 18/06/2010 | 17/06/2013 | Replaces and cancels: PSI 29/2007 Accommodation and Support Services for Bail and HDC; PC 33/2007 New Accommodation and Support Service for Bail and HDC Introduces amendments to: PSO 6101 PSO 6700 The changes inserted into these PSOs by PSI 29/2007 are to be removed and replaced. Cancelled by PI 10/2013 |
| 10/2010 | | Skills Screening Tool – First Move – Initial Skills Checker | For further information contact 0300 047 6550 | 01/07/2010 | 31/05/2011 | Replaces and cancels: PC 13/2007 Cancelled by PI 09/2011 & PI 01/2013 |

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|---------|---------|--|--|----------------|-------------|---|
| 11/2010 | | PSO 4700 New Chapter 4 – Serving the Indeterminate Sentence | Tony Macgregor, ISP policy lead, NOMS PPMHG (until 16 th July) 8 th Floor Cleland House (as of 19 th July) 2 nd Floor Fry Building, 2 Marsham Street tony.macgregor@noms.gsi.gov.uk | 12/07/2010 | 01/07/2011 | This PSI advises of the replacement to Prison Service Order 4700 Chapters 4, including update to 4.7 (Escorted Absence). Introduces replacement to Chapter 4, including a revised 4.7, to PSO 4700. All hard copies of PSO 4700 must be amended by the replacement of the old chapter 4 and 4.7 The new chapter 4 is attached to the end of this PSI Cancelled and Replaced by the MALRAP Policy Framework – April 2019. Other elements in the PSI have been replaced by guidance. |
| 12/2010 | 22/2010 | Research Applications | Lucy Jones Business Change Group 01759 475076 | 27/09/2010 | 27/09/2014 | Replaces and cancels: PSO 7030 PSO 7035 Cancelled by PI 07/2012 – AI 02/2012 – PSI 13/2012 |
| 13/2010 | | Licence Conditions | For general enquiries: Brian.Chapman@noms.gsi.gov.uk Christopher.Kemp@noms.gsi.gov.uk Trevor.Ferros@noms.gsi.gov.uk For Extremism issues: CPPC@noms.gsi.gov.uk For victims issues: Laura.Toze@noms.gsi.gov.uk | 27/09/2010 | 27/09/2014 | Replaces and cancels: PC 29/2007; PC 115/2000 Cancelled by PI 07/2011 |
| 14/2010 | | Implementation of the Deliver Supervision Requirement Specification | Karen MacLeod, Rehabilitation Services Group Karen.macleod@justice.gov.uk | 01/10/2010 | 01/10/2014 | |
| 15/2010 | | Implementation of the Manage the Sentence for a Community Order and Suspended Sentence Order Specification | Karen MacLeod, Rehabilitation Services Group Karen.macleod@justice.gov.uk | 01/10/2010 | 01/10/2014 | |

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|------------------------|---------|---|---|----------------|-------------|---|
| 16/2010 | | Sentence Calculation and HDC eligibility | HDC queries: Suleman Qureshi — 0203 334 5044 Junior Ogueri — 0203 334 5043 Sentence Calculation queries: Helen Scott — 0203 334 5045 Lynette Hough — 0203 334 5031 Licence enquiries: Brian Chapman — 0207 035 1450 Early Removal Scheme enquiries: Becca Conway — 0203 334 5338 | 13/08/2010* | 20/10/2014 | *(Issued in draft to prisons on that date for immediate implementation, pending formal clearance and publication.) Final Approved Version 20 October 2010 Introduces amendments to: PSO6650, PSI 13/2005, PSI 17/2009, PSO 6700, PSI 31/2006, PSO6000. Cancelled and Replaced by PSI 13/2013 |
| 17/2010 | | Case Transfers | Rez Evenden Email: rez.evenden@justice.gov.uk Mobile: 07545 732823 | 08/11/2010 | 29/10/2014 | Replaces and cancels: PC 25/2007 Cancelled by PI 07/2014 |
| 18/2010 | | The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders | Al Reid Head of Dangerous Offenders Section Public Protection and Mental Health Group – NOMS email: al.reid@noms.gsi.gov.uk tel: 02070353512 | 10/12/2010 | 09/12/2014 | Replaces and cancels: PC 06/2007 – Critical Public Protection Cases (CPPCs) Cancelled by PI 05/2013 No copy of this Instruction held by the OPG Secretariat |
| 18/2010 (Revision) | | The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders | Al Reid Head of Dangerous Offenders Section Public Protection and Mental Health Group – NOMS email: al.reid@noms.gsi.gov.uk tel: 02070353512 | 10/12/2010 | 09/12/2014 | Re-Issued 04 October 2011 with new address for PPMHG Cancelled by PI 05/2013 |
| 19/2010 | 27/2010 | Data Gateway Service Approval of Data Collections | Steve Ellerd-Elliott, Performance Information Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286 DataGateway@noms.gsi.gov.uk | 13/12/2010 | 12/12/2014 | Cancelled and replaced by PI 16/2014 |

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|---------|---------|--|---|----------------|-------------|--|
| 20/2010 | | Handling of Sensitive Information by Criminal Justice Agencies | Brian Chapman Deputy Head of Policy, Public Protection Casework Section Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 7035 1450 Trevor Ferros Policy Officer, Public Protection Casework Section Email: Trevor.Ferros@noms.gsi.gov.uk Tel: 020 7035 1509 | 20/12/2010 | 20/12/2014 | Replaces and cancels: PSO 6000 Chapter 5 section 5.16; PC 26/2007 Introduces amendments to: PC 11/2008 Victim Policy Guidance Manual Section 5.3 PI 8/2009 Victim Representation at Parole Board Hearings – Paragraph 2.17 Cancelled by PI 22/2014 |
| 21/2010 | | Information Sharing Agreement | mailto:Bernadette.mccarthy@justice.gov.uk Offender Assessment & Management Team, Rehabilitation Services Group | 14/01/2011 | 30/12/2014 | Replaced and cancelled by PI 15/2016 PSI 16/2016 AI 12/2016 |
| 01/2011 | 01/2011 | Instruction System Update | Allen Casey, Offender Safety, Rights and Responsibilities Group. Allen.casey@noms.gsi.gov.uk 0300 047 5704 | 10/01/2011 | 31/12/2014 | Replaces and cancels:– PSI 23/2009, AI 1/2009, PI 1/2009 Cancelled and Replaced by PI 14/2012 |
| 02/2011 | | Approved Premises National Rules & Guidance for Residents 2011 | Seán Langle, Public Protection & Mental Health Group, 020 7035 8176 Paul Douglas, Public Protection & Mental Health Group, 020 7035 0070 | 01/03/2011 | 31/03/2014 | Replaces and cancels: PC 19/2007 Introduces amendments to: The Rules which residents must sign on arrival and/or induction at an Approved Premises, and which apply while they are residing there. Cancelled by PI 32/2014 |
| 03/2011 | | Implementation of the Bail Accommodation and Support Service Specification | Peter Connor – Senior Contracts Manager, BASS, National Operations Group, NOMS Peter.connor@justice.gov.uk 07789 921772 | 01/04/2011 | 01/04/2015 | |

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|---------------------------|--------|--|--|----------------|-------------|---|
| 03/2011 (Revision) | | Implementation of the Bail Accommodation and Support Service Specification | Peter Connor – Senior Contracts Manager, BASS, National Operations Group, NOMS Peter.connor@justice.gov.uk 07789 921772 | 01/04/2011 | 01/04/2015 | Revised August 2013. BASS PSI 34/2010 – PI 09/2010 has now been cancelled and replaced by PSI 25/2013 – PI 10/2013. Paragraph 2.1 and the associated documents on the front page of this PSI have been amended accordingly referencing the new instruction December 2018 Cancelled and replaced by the BASS Policy Framework |

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|---------|--------|---|--|----------------|-------------|--|
| 04/2011 | | Implementation of the Approved Premises Specification | Seán Langley, Head of Approved Premises Team, NOMS PPMHG ✉ sean.langley@noms.gsi.gov.uk ☎ 020 7035 8176 | 01/04/2011 | 31/03/2015 | Replaces and cancels: PC 02/2004 – Deaths of AP residents PC 18/2004 – Deaths of AP residents – investigations by the Prisons & Probation Ombudsman PC 35/2004 – Security in APs PC 40/2004 – Strategy for Preventing Sudden Deaths in APs PC 37/2005 – Role & purpose of APs (except Part 4 – see paragraph 3.2.1 below) PC 13/2006 – Introduction of new H1 monthly statistical form for APs PC 26/2006 – Changes to admissions policy for APs PC 35/2006 – Preventing Deaths of AP residents PC 07/2007 – Langley House Trust SLA PC 19/2007 – National Rules for AP residents PC 40/2007 – Deaths of AP residents – investigations by the Prisons & Probation Ombudsman PC 13/2008 – AP performance improvement standards PC 16/2008 – Expanded use of female APs PC 07/2009 – Procedures in APs PI 09/2009 – Medication in Aps The substance of these PCs and PIs has been incorporated into the new Approved Premises Manual. Cancelled by PI 32/2014 |
| 05/2011 | | Determining Presentence Reports | Lisa McDowell Email : Lisa.Mcdowell@justice.gov.uk Mobile : 07545 732 820 Or Roz Evenden Email: roz.evenden@justice.gov.uk Mobile: 07545 732823 | 01/04/2011 | 31/12/2014 | Replaces and cancels: PC 12/2007; PC 06/2009 Cancelled by PI 04/2016 |

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|---------------------------|--------|---|--|----------------|-------------|--|
| 06/2011 | | Archiving Retention and Disposal | NOMS Information Policy and Assurance Team, 5th Floor, Clive House, Petty France, London, SW1H 9EX Tel 0300 047 6285 Email: NOMSIMteam@noms.gsi.gov.uk | 01/08/2011 | 21/07/2015 | Cancelled by PI 28/2014 |
| 07/2011 | | Licence Conditions | Brian Chapman Deputy Head of Casework Development, Public Protection Casework Section Email: ppcs.policy@noms.gsi.gov.uk Tel: 020 7035 1450 For extremism issues: CPPC@noms.gsi.gov.uk For victims issues: Laura.Toze@noms.gsi.gov.uk For Bespoke Condition queries: James.Hough@noms.gsi.gov.uk | 26/04/2011 | 26/04/2015 | Replaces and cancels: PI 13/2010 "Licence Conditions"; Cancelled by PI 20/2012 |
| 07/2011 (Revision) | | Licence Conditions | Brian Chapman Deputy Head of Casework Development, Public Protection Casework Section Email: ppcs.policy@noms.gsi.gov.uk Tel: 020 7035 1450 For extremism issues: CPPC@noms.gsi.gov.uk For victims issues: Laura.Toze@noms.gsi.gov.uk For Bespoke Condition queries: James.Hough@noms.gsi.gov.uk | 22/08/2011 | 26/04/2015 | Revised August 2011 – Amendments made on pages: 3 & 10 Paragraph 1.5 last bullet point removed Paragraph 2.38 This section has been revoked. Paragraph 2.39 This section has been revoked. Replaces and cancels: PI 07/2011 "Licence Conditions" – 26 April 2011 version Cancelled by PI 20/2012 |
| 08/2011 | | Public Protection Manual chapter 12 – Terrorist Notification Requirements | <i>Khyati Parmar</i> Khyati.parmar@noms.gsi.gov.uk 0207 035 6958 | 21/06/2011 | 07/06/2012 | Introduces amendments to: Public Protection Manual – an additional chapter on Terrorist Notification Requirements has been added Replaced and cancelled by PI 17/2016 PSI 18/2016 |

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|---------|--------|---|--|----------------|-------------|--|
| 09/2011 | | First move skills screening tool | Roger Stevens, OESS Roger.stevens@noms.gsi.gov.uk , tel 030-0047-5210 | 09/06/2011 | 31/05/2012 | Replaces and cancels: PI-10/2010 Cancelled by PI 01/2013 |
| 10/2011 | | Notification and Review Procedures for Serious Further Offences | Matthew Ryder, Head of Serious Further Offences Team, Dangerous Offenders Section Public Protection and Mental Health Group National Offender Management Service Matthew.ryder@noms.gsi.gov.uk Telephone 020 7035 1320 | 01/08/2011 | 06/07/2014 | Replaces and cancels: PC-22/2008 Cancelled by PI 04/2013 |
| 11/2011 | | Implementation of the Court Work other than Assessments and Reports Specification | Roz Evenden Email: roz.evenden@noms.gsi.gov.uk Mobile: 07545 732823 | 01/10/2011 | 30/09/2015 | |
| 12/2011 | | Implementation of the Deliver Curfew Requirement Specification | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/10/2011 | 31/03/2013 | |
| 13/2011 | | Implementation of the Support Delivery of Alcohol Treatment Requirement Specification | Rose Scott, Rehabilitation Services Group Rose.scott@noms.gsi.gov.uk | 01/10/2011 | 30/09/2011 | Cancelled by PI 05/2015 |
| 14/2011 | | Implementation of the Support Delivery of the Drug Rehabilitation Requirement Specification | Rose Scott Rose.scott@noms.gsi.gov.uk | 01/10/2011 | 30/09/2015 | Cancelled by PI 04/2015 |
| 15/2011 | | Foreign National Prisoners liable for Deportation | Brian Chapman Licence Conditions Lead Offender Management and Public Protection Group 0300-047-4424 Brian.Chapman@noms.gsi.gov.uk Offender Safety Rights & Responsibilities Group 0300-047-6535 | 02/11/2011 | 01/11/2015 | Replaces and cancels: PSI-28/2006 "Foreign National Prisoners Liable to Deportation" Cancelled by PI 26/2014 |
| 16/2011 | | Giving evidence through video links to probation board oral hearings | Andrew Sansom —0300-047-4219 Offender Management and Public Protection Group | 01/01/2012 | 15/12/2015 | Cancelled by PI 21/2014 |

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|---------|--------------------|---|---|----------------|-------------|---|
| 01/2012 | | Implementation of the Deliver Accredited Programmes Specification | Patrick Connelly Senior Commissioning Manager - Rehabilitation, North West and West Midlands Community Commissioning Group Directorate of Commissioning and Commercial National Offender Management Service Email: patrick.connelly@noms.gsi.gov.uk Mob: 07889 601597 | 01/04/2012 | 28/02/2016 | |
| - | 01/2012 AI Only | Implementation of the senior attendance centre service specification | Gillian Hirst, Community Lead ✉ gillian.hirst@noms.gsi.gov.uk ☎ 07894 489878 | 01/04/2012 | 31/03/2015 | |
| 02/2012 | | Parole Processes | Parole Process – Gareth Mercer gareth.mercer@noms.gsi.gov.uk Victim issues – Laura Toze laura.toze@noms.gsi.gov.uk | 10/02/2012 | 31/01/2016 | This PI updates & replaces PC 7/2008 (Original PC was issued on 12 May 2008) copies of which should be destroyed Transfers original Probation Circular (7/2008) into new Probation Instruction format, and introduces minor amendments where outlined. Cancelled by PI 18/2012 & PI 09/2013 |
| 03/2012 | | Deliver residence requirement specification Deliver prohibited activity requirement specification Deliver exclusion requirement specification | Bernadette McCarthy, Directorate of Commissioning and Commercial Bernadette.Mccarthy@noms.gsi.gov.uk | 01/04/2012 | 31/03/2016 | |
| 04/2012 | | Implementation of the Service Specification for Bail Services | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/04/2012 | 31/03/2016 | |
| 05/2012 | | Probation finance manual | Alex Anderson 0300 047 6760 NOMS Financial Governance, Financial Management & Control, Finance & Analysis Directorate | 30/08/2012 | 30/08/2016 | This policy was merged with the PSP Finance Manual to become the HMPPS Finance Manual. |

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|---------|---------|--|---|----------------|-------------|---|
| 06/2012 | | Rehabilitation Services - in the Community & Rehabilitation Services - Deliver Activity Requirement Specifications | Sarah Ashcroft, Commissioning Strategies Group 0300 047 5614 | 01/04/2012 | 01/04/2016 | |
| 07/2012 | 02/2012 | Research Applications | Robin Moore Planning and Analysis Group 0300 047 5590 robin.moore@noms.gsi.gov.uk National.Research@noms.gsi.gov.uk | 01/04/2012 | 01/04/2016 | Replaces and cancels: AI 22/2010 PSI 41/2010 PI 12/2010 Cancelled by PI 17/2014 |
| 08/2012 | | Implementation of the Service Specification for "Manage the Sentence: Pre and Post Release from Custody" | Miranda Wilkinson miranda.wilkinson@noms.gsi.gov.uk | 01/04/2012 | 01/04/2013 | |
| 09/2012 | | Implementation of the Deliver Supervision on licence specification | Miranda Wilkinson miranda.wilkinson@noms.gsi.gov.uk | 01/04/2012 | 01/04/2016 | |
| 10/2012 | | Senior Information Risk Owners in Probation Trusts | Clare Lewis, Information Assurance and Policy Team. Clare.lewis@hmpr.gsi.gov.uk 0300 047 6258 | 11/04/2012 | 31/05/2016 | Feb 2022 – Cancelled. This policy should no longer exist. Probation trusts are no longer in existence and were replaced by NPS, which forms part of HMPPS |

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|---------|---------|--------------------------------------|---|----------------|-------------|--------------------------------------|
| 11/2012 | 05/2012 | Tariff Expired Removal Scheme (TERS) | <p>Nicky Halse, Public Protection Casework Section, NOMS 030-0047-4468 nicola.halse@noms.gsi.gov.uk</p> <p>Ajay Mungur, Public Protection Casework Section, NOMS 030-0047-4505 ajay.mungur@noms.gsi.gov.uk</p> <p>emppg.fnp@noms.gsi.gov.uk</p> <p>Rebecca Conway, Sentencing Policy and Penalties Unit, Ministry of Justice Tel: 0203 334 5338 Rebecca.conway@justice.gsi.gov.uk</p> <p>Or SPPU.Early.Release@justice.gsi.gov.uk</p> | 02/05/2012 | 01/05/2016 | Tariff Expired Removal Scheme (TERS) |

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|---------------------------|-----------------------|---|--|----------------|-------------|--|
| 11/2012 (Revision) | 05/2012 (Revision) | Tariff Expired Removal Scheme (TERS) | Nicky Halse, Public Protection Casework Section, NOMS 030-0047-4468 nicola.halse@noms.gsi.gov.uk Ajay Mungur, Public Protection Casework Section, NOMS 030-0047-4505 ajay.mungur@noms.gsi.gov.uk emppg.fnp@noms.gsi.gov.uk Victoria Amat, Sentencing Policy and Penalties Unit, Ministry of Justice Tel: 0203 334 4682 Victoria.amat@justice.gsi.gov.uk Or SPPU.Early.Release@justice.gsi.gov.uk | 02/05/2012 | 01/05/2016 | Revised 10 October 2013 Paragraph 2.3 has the additional refusal criterion added; annexes have been removed – CC Referral Form, CC Request for Information and LISP 1 and referenced instead; Annex B has been updated in light of the changes set out in the amended paragraph 2.3. Replaced by the Generic Parole Process Policy Framework 27 January 2020 |
| 12/2012 | 06/2012 | Data Gateway Service Approval of data collections | Steve Ellerd-Elliott, Planning and Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286 DataGateway@noms.gsi.gov.uk | 03/09/2012 | 02/09/2016 | Replaces and cancels: PSI 59/2010 |
| 13/2012 | | NOT USED | NOT USED | NOT USED | NOT USED | NOT USED |
| 14/2012 | 08/2012 | The Instruction System | Offender Safety, Rights and Responsibilities Group OPG@noms.gsi.gov.uk Telephone: 0300 047 6228 | 06/08/2012 | 06/08/2016 | Replaces and cancels: PSI 01/2011; PSI 23/2009 AI 1/2009 PI 1/2009 |
| 14/2012 (Revision) | 08/2012 (Revision) | The Instruction System | Equality, Rights and Decency Group OPG@noms.gsi.gov.uk | 06/08/2012 | 06/08/2016 | Revised 25 October 2013 update – Contact details, names and addresses have been updated as a result of the NOMS HQ re-organisation, changes to OPG membership and the consultation list for new and revised policies. |
| 15/2012 | 09/2012 | Attendance Centres AL1 | Richard Pearce Offender Management Implementation Manager, OMPPG Richard.pearce3@noms.gsi.gov.uk 07920 083880 | 01/12/2012 | 31/12/2016 | Replaces and cancels: AI 16/2011 NOMS Attendance Centre Policy and Practice Instructions Replaced by AI 24/2014 NOMS Policy for Junior Attendance Centres |

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|---------------------------|--------|--|---|----------------|-------------|---|
| 16/2012 | | LASPO Act General summary of release and recall provisions | Steve Bailey Head of Release Policy Effective Sentencing, Ministry of Justice Email: Stephen.bailey@justice.gsi.gov.uk Tel: 020 3334 5026 | 03/12/2012 | 02/12/2016 | Made obsolete by the Deregulation Team in January 2017 This was produced for information but it does not contain any mandatory actions |
| 17/2012 | | Service Specification for Unpaid Work | David Renouf, Senior Manager, Community Commissioning Group - David.Renouf@noms.gsi.gov.uk David Mead, Community Payback Manager, Community Commissioning Group - David.Mead@noms.gsi.gov.uk 0300 047 5203 | 01/04/2013 | 31/03/2017 | Replaces the Service Specification for Unpaid Work / Community Payback and The Operating Manual for Community Payback: delivering the sentence of Unpaid Work issued as PI 02/2010 Introduces amendments to: The Service Specification for Unpaid Work / Community Payback and Operating Manual for Community Payback: Delivering the Sentence of Unpaid Work. |
| 18/2012 | | Generic Parole Process | For Policy issues: ppcs.policy@noms.gsi.gov.uk | 03/12/2012 | 26/11/2016 | Replaces and cancels: PSO 6010 "Generic Parole Process"; PSI 33/2009 "Pre-Tariff Sift Reviews for Indeterminate Sentence Prisoners"; PSI 09/2008 "Offender Management Functional Mailboxes"; PI 02/2012 "Parole Processes" Cancelled by PI 14/2015 – AI 11/2015 |
| 18/2012 (Revision) | | Generic Parole Process | For Policy issues: ppcs.policy@noms.gsi.gov.uk | 03/12/2012 | 26/11/2016 | Revised 31 May 2013: Annex K replaced – This update provides clarity regarding the development of the central process for transfer to date, including prioritisation criteria to be used in the event of delays, since implementation in October 2011. Introduces amendments to the following documents: There are no amendments to existing documents other than annex positioning, instead two new document templates have been added. Cancelled by PI 14/2015 – AI 11/2015 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|--------------------|--|---|----------------|-------------|--|
| 19/2012 | | Supervision of Young Offenders | Steve Bailey – Head of Release Policy, Effective Sentencing, Ministry of Justice.— Email: Stephen.bailey@justice.gsi.gov.uk — Tel: 020-3334 5026 | 03/12/2012 | 02/12/2016 | Replaces and cancels: PSO 6000— 'Parole, Release and Recall, Chapter 10—Young Offenders' Cancelled April 2018. Policy now obsolete. Has been overtaken by the Rehabilitation Act 2014, where offenders over the age of 18 are subject to upto 12 months supervision. |
| 20/2012 | | Licence Conditions and Temporary Travel Abroad | For general enquiries: Brian Chapman— Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 7035 1450 For victim related issues: Laura Toze—Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4428 For bespoke conditions and licence variations (pre-release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475 For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559 For TACT/extremism issues: Max Beatson— Head of Extremism. Email— max.beatson@noms.gsi.gov.uk Tel: 0300 047 4367 | 06/12/2012 | 30/11/2016 | Replaces and cancels: PC 04/2006; PI 07/2011; PI 13/2012; PSO 4700 Chapter 13 section 13.14.1 (the rest of the Chapter remains in place). N.B. Reference to PI 13/2012 incorrect as the PI was never issued. Cancelled by PI 11/2014 |
| 24/2012 | 10/2012 | Sentence Planning | Miranda Wilkinson – Offender Assessment and Management Section , Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk —Tel 0300 047 5580 | 17/12/2012 | 16/12/2016 | Cancelled by DOPT April 2018. Replaced by PSI 19/2014 (PI 13/2014) |
| - | 11/2012 AI Only | Financial Approval of Change Initiatives | Investment Appraisal manager, Business and Financial Planning Team, Planning and Analysis Group. Functional mailbox ISAT@noms.gsi.gov.uk | 21/12/2012 | 20/12/2016 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|---------|---|---|----------------|-------------|---|
| 01/2013 | | First Move Skills Screening Tool | Roger Stevens, OSCG Roger.stevens@noms.gsi.gov.uk , tel 030 0047 5210 | 07/01/2013 | 06/01/2015 | Replaces and cancels: PI 10/2010; And PI 09/2011 This PI is issued to extend the expiry date of PI 09/2011. The policy and content remain-unchanged. |
| 02/2013 | | Resettlement outside England and Wales on licence | Brian Chapman—Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 | 25/01/2013 | 10/01/2017 | Replaces and cancels: PC 52/1997 “Offenders Undergoing or about to Undergo Post-Release Supervision Who Wish to Resettle or Travel Outside England and Wales” Cancelled by PI 14/2014 |
| 03/2013 | | Mandatory Use of ViSOR | Susan Fiddler— Susan.fiddler@noms.gsi.gov.uk — Telephone: 0300 047 4494 | 11/02/2013 | 10/02/2017 | Replaces and cancels: PI 05/2009 and PSI 27/2009. Cancelled by PI 56/2014 |
| 04/2013 | | Serious Further Offences | Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 0300 047 4550 | 04/04/2013 | 31/03/2017 | Replaces and cancels: PI 10/2011 Cancelled by PI 15/2014 — AI 15/2014 |
| 05/2013 | 05/2013 | Managing Terrorist and Extremist Offenders in the Community (PROTECT— Security) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group—NOMS al.reid@noms.gsi.gov.uk tel: 03000474524 | 14/06/2013 | 31/05/2017 | Replaces and cancels: PI 18/2010—The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders. Cancelled by PI 10/2014 — AI 13/2014 |
| 06/2013 | 04/2013 | The Registration and Management of Critical Public Protection Cases | Al Reid Head of Dangerous Offenders Section NOMS Offender Management and Public Protection Group Email: al.reid@noms.gsi.gov.uk — Tel: 03000474524 | 14/06/2013 | 31/05/2017 | Replaces the CPPC element of the following document which are hereby cancelled:- PI 18/2010—The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|--|--|----------------|-------------|---|
| 06/2013 (Revision) | 04/2013 (Revision) | The Registration and Management of Critical Public Protection Cases | Al Reid Head of Dangerous Offenders Section NOMS Offender Management and Public Protection Group Email: al.reid@noms.gsi.gov.uk Tel: 03000474524 | 14/06/2013 | 31/05/2017 | Revised 01 June 2014 - This instruction has been updated to reflect the new community structures (NPS/CRCs). It also introduces an updated CPPC referral form and its' availability, electronically on National Delius. |
| 06/2013 (Revision) | 04/2013 (Revision) | The Registration and Management of Critical Public Protection Cases | Al Reid Head of Dangerous Offenders Section NOMS Offender Management and Public Protection Group Email: al.reid@noms.gsi.gov.uk Tel: 020 3334 0548 | 14/06/2013 | 31/05/2017 | Revised 05 October 2015 updated contacts Cancelled and replaced by PI 04/2018 |
| 07/2013 | 09/2013 | Recall review & re-release of recall offenders | Email : ppcs.policy@noms.gsi.gov.uk Ian York 0300 047 4330 Nuzhat Razvi 0300 047 4331 | 01/08/2013 | July 2017 | Replaces and cancels: PSI 29/2008; PC 12/2008; PC 29/2007; PC 14/2008; PI 04/2009 Cancelled by PI 27/2014 – AI 22/2014 |
| 08/2013 | | Determinate sentenced prisoners transferred under the mental health act 1983 | Public Protection Casework Section: Pre-releaseteamA@noms.gsi.gov.uk James Hough 03000 474475, James.hough@noms.gsi.gov.uk Jenny Stokes 03000 474365, Jennifer.stokes2@noms.gsi.gov.uk Parole Help Desk – parolehelpdesk@noms.gsi.gov.uk | 08/07/2013 | 08/07/2017 | Replaces and cancels: PSO 6000 – Chapter 11 Cancelled by PI 14/2015 – AI 11/2015 |
| 08/2013 (Revision) | | Determinate sentenced prisoners transferred under the mental health act 1983 | Public Protection Casework Section: Pre-releaseteamA@noms.gsi.gov.uk James Hough 03000 474475, James.hough@noms.gsi.gov.uk Jenny Stokes 03000 474365, Jennifer.stokes2@noms.gsi.gov.uk Parole Help Desk – parolehelpdesk@noms.gsi.gov.uk | 08/07/2013 | 08/07/2017 | Revised 17 September 2013: Paragraph 2.1 Amended – This update provides clarity of how a transfer should be recorded on Prison Nomis. Cancelled by PI 14/2015 – AI 11/2015 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|--------|---|---|----------------|-------------|--|
| 09/2013 | | Generic parole process for determinate sentence prisoners (GPP-D) | ppcs.policy@noms.gsi.gov.uk parolehelpdesk@noms.gsi.gov.uk | 01/08/2013 | 08/07/2017 | Replaces and cancels: PSO 6000– Parole Release and Recall Chapter 5; PSI 09/2008– Offender Management Functional Mailboxes; PI 02/2012– Parole Processes. Cancelled by PI 14/2015– AI 11/2015 |
| 09/2013 (revision) | | Generic parole process for determinate sentence prisoners (GPP-D) | ppcs.policy@noms.gsi.gov.uk parolehelpdesk@noms.gsi.gov.uk | 01/08/2013 | 08/07/2017 | Updated 29 July 2013: Paragraph 2.9 amended– This update provides clarity to prisons about the timescale of the GPP-D review process. Cancelled by PI 14/2015– AI 11/2015 |
| 09/2013 (revision) | | Generic parole process for determinate sentence prisoners (GPP-D) | ppcs.policy@noms.gsi.gov.uk parolehelpdesk@noms.gsi.gov.uk | 01/08/2013 | 08/07/2017 | Updated 17 September 2013: Paragraph 2.4; 2.10; & 2.11 amended– This update provides clarity of when the second and subsequent review processes should begin. Cancelled by PI 14/2015– AI 11/2015 |
| 10/2013 | | Accommodation and support service for bail and HDC | Peter Connor, Probation and Contracted Services Directorate, Email: peter.connor1@noms.gsi.gov.uk – Mobile: 07789 921772 | 26/08/2013 | 17/06/2015 | Replaces and cancels: PSI 34/2010 & PI 09/2010– Accommodation and Support Service For Bail AND HDC– Change of Contract Introduces amendments to PSO 6101 Chapter 8 is replaced by Annex C in this instruction. PSO 6700 Paragraph 5.17.8 and Annex I are replaced by paragraph 3.3 and Annex B respectively in this instruction. The changes previously inserted into these PSO's by PSI 34/2010 and PI 09/2010 are to be removed and replaced. |
| 10/2013 (Revision) | | Accommodation and support service for bail and HDC | Peter Connor, Probation and Contracted Services Directorate, Email: peter.connor1@noms.gsi.gov.uk – Mobile: 07789 921772 | 26/08/2013 | 17/06/2015 | Update 01 May 2014 This instruction has been updated to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|--|---|----------------|-------------|--|
| 10/2013 (Revision) | | Accommodation and support service for bail and HDC | Peter Connor, Directorate of Commissioning and Contract Management, Email: peter.connor1@noms.gsi.gov.uk — Mobile: 07789 921772 | 26/08/2013 | 17/06/2015 | Updated on 7 January 2015 to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme and the new NOMS Directorate structures. |
| 10/2013 (Revision) | | Accommodation and support service for bail and HDC | Sue Nickson, Directorate of Commissioning and Contract Management, Email: Sue Nickson@noms.gsi.gov.uk — Tel. 0300 047 6238 | 26/08/2013 | 17/12/2015 | Update 26 June 2015— The BASS contract was formally extended on 2 June 2015 and will now continue until 17 December 2015. Updated Stonham's contacts in Annex A, Service Definition have been included in this version. No other changes have been made to the policy. December 2018— cancelled and replaced by the BASS Policy Framework |
| 11/2013 | | Probation Victims Contact Scheme Guidance Manual | Victims Policy Team, NOMS Offender Management and Public Protection Group Email: vcspolicy@noms.gsi.gov.uk Or contact: Laura Toze (0300 047 4228) Rebecca Conway (0300 047 4584) Julie Dennis (0300 047 4438) | 30/10/2013 | 31/10/2017 | Replaces and cancels: PI 08/2009 Victim Representation at Parole Board Hearings PC 23/2008 Mental Health Act 2007— Extension of Victims' Right to Information Under the Domestic Violence Crime and Victims Act 2004 PC 11/2008 New Victim Liaison Guidance Manual PC 42/2005 Extension of Victim Contact Scheme to Victims of Mentally Disordered Offenders PC 29/2003 Victim Contact Work: Revised Sections 6 (Stage 2) and 9 of the Guidance to Areas PC 28/2003 Victim Contact Work: Guidance on Recent Court Judgements PC 62/2001 Further Guidance on the National Probation Service's Work With Victims of Serious Crimes Cancelled by PI 48/2014 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|------------------------|-----------------------|---|--|----------------|---------------|---|
| 01/2014 | 02/2014 | Reviewing and Reporting Deaths of Offenders under Probation Supervision in the Community (Protect – Security) | dus@noms.gsi.gov.uk | 01/04/2014 | 31/03/2018 | Replaces and cancels: PC 60/2005 – New Procedures for Monitoring Deaths Under Supervision; PC 37/2007 – Revised Procedures for Monitoring Deaths Under Supervision |
| 01/2014 (Revision) | 02/2014 (Revision) | Reviewing and Reporting Deaths of Offenders under Probation Supervision in the Community (Protect – Security) | dus@noms.gsi.gov.uk Adeniji, Tunde [NOMS] (Tunde.Adeniji@noms.gsi.gov.uk) | 01/04/2014 | 31 March 2024 | Revised April 2019. Case recording instruction has been updated: providers to record all deaths of offenders in the community, under their management – on nDelius in reasonable time. |
| 01/2014 (Revision) | 02/2014 (Revision) | Reviewing and Reporting Deaths of Offenders under Probation Supervision in the Community (Protect – Security) | dus@noms.gsi.gov.uk Adeniji, Tunde [NOMS] (Tunde.Adeniji@noms.gsi.gov.uk) | 01/04/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contract May 2022 cancelled by the Reporting and reviewing deaths under probation supervision in the community PF |
| 02/2014 | | Safeguarding of Children and Vulnerable Adults: Changes to Disqualification Order Regime; Access to Information on Barred Status of Offenders | Angela Colyer Safeguarding Policy Lead Offender Management & Public Protection Group Email: Angela.colyer@noms.gsi.gov.uk Tel: 0300 0474431 | 03/02/2014 | 30/01/2018 | Replaces and cancels: PC 17/2005 – Disqualification Orders |
| 02/2014 (Revision) | | Safeguarding of Children and Vulnerable Adults: Changes to Disqualification Order Regime; Access to Information on Barred Status of Offenders | Angela Colyer Safeguarding Policy Lead Offender Management & Public Protection Group Email: Angela.colyer@noms.gsi.gov.uk Tel: 020 3334 0524 | 03/02/2014 | 30/01/2018 | Revised 5 October 2015 - Amendment made to the contact details on the front page. |
| 03/2014 | 05/2014 | National Security Framework Vetting Function – Security Vetting | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207 | 12/02/2014 | 11/02/2018 | Replaces and cancels: PSI 43/2010 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|--|--|----------------|-------------|--|
| 03/2014 (Revision) | 05/2014 (Revision) | National Security Framework Vetting Function – Security Vetting | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 01/06/2014 | 11/02/2018 | Revised 20 February 2014 – This instructions has been revised to extend the implementation period. |
| 03/2014 (Revision) | 05/2014 (Revision) | National Security Framework Vetting Function – Security Vetting | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 01/06/2014 | 01/06/2018 | Reissued 1 May 2014 |
| 03/2014 (Revision) | 05/2014 (Revision) | National Security Framework Vetting Function – Security Vetting | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 01/06/2014 | 01/06/2018 | Revised 2 June 2014– This instruction has been revised with minor typographical changes in addition to the following, paragraph 4.12 and 4.14 – changes to “examples include” rather than “for example change of name, address etc”; paragraph 5.1 – NPS added to first table NPS staff in HQ and Divisions; paragraph 11.3 – Updated Government classification system and PSI reference; paragraph 11.4 and 11.5 – combined into 11.4; and Paragraph 12.1 – Amended to refer to NOMS rather than particular parts of it. |
| 03/2014 (Revision) | 05/2014 (Revision) | National Security Framework Vetting Function - Security Vetting | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 01/06/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 04/2014 | 10/2014 | Government Secure Classification Policy | NOMS Information, Assurance and Policy Team Tel: 0300 047 6590 – Email: informationassurance@noms.gsi.gov.uk | 02/04/2014 | 01/04/2018 | Replaces and cancels: The guidance on the Government Protective Marking Scheme in PSO 9015 Information Assurance and PI 09/2009 Information Assurance N.B. Reference PI 09/2009 is incorrect. Information Assurance is PI 03/2009 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|---------|---|--|---------------------------------------|-------------|---|
| 04/2014 | 10/2014 | Government Secure Classification Policy | NOMS Information, Assurance and Policy Team Tel: 0300 047 6590 - Email: informationassurance@noms.gsi.gov.uk | 02/04/2014 | N/A | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 05/2014 | | Case Allocation | Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 | 01/06/2014 | 31/03/2018 | |
| 05/2014 (Revision) | | Case Allocation | Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 Jackie Ashby Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk | 01/06/2014 (Revised 24/10/2016) | 01/04/2015 | Revised 24 October 2014 |
| 05/2014 (Revision) | | Case Allocation | Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 Jackie Ashby Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk | 01/06/2014 | 01/04/2016 | Revised 11 August 2015 – This instruction has been updated at paragraphs 1.1, 1.2, 1.9, 1.15, 2.2, 2.6, 2.22 to reflect the change in working practice for case allocation from one working day to two working days. The instruction was previously updated on 24 October 2014 to account for changes in the early phases of the Transforming Rehabilitation Programme. |
| 05/2014 (Revision) | | Case Allocation | Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 Jackie Ashby Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk | 01/06/2014 | N/A | Revised 22 December 2015 – Paragraph 2.17 clarifies the case allocation responsibilities with regard to a Community Order or Suspended Sentence Order with a singleton prohibited activity or exclusion, residence, non-electronically monitored curfew requirement. The paragraph numbering has also been reformatted. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|-----------------|--|----------------|-------------|--|
| 05/2014 (Revision) | | Case Allocation | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/06/2014 | N/A | Revised 27 March 2017 - This instruction has been updated at paragraphs; <ul style="list-style-type: none"> 1.12, Annex A and the addition of Annex F to reflect the automatic allocation to the National Probation Service of individuals who are subject to either a Sexual Risk Order or a Sexual Harm Prevention Order. These are civil orders available under Part 2 of the Sexual Offences Act 2003 that can be applied to relevant sex offenders and those who pose a risk of sexual harm. 1.16 and 2.30 to reflect the automatic allocation of individuals to Community Rehabilitation Companies (CRC) who are subject to an Enforcement Order (except for those currently supervised by the National Probation Service (NPS) as under the Children Act 1989 (as amended by The Children and Adoption Act 2006). 2.26 & 3.6 Serious Crime Prevention Orders (SCPO). 3.11 No Fixed Abode. Annex C Verifying Foreign Nationals proforma. The paragraph numbering has been reordered throughout this instruction. |
| 05/2014 | | Case Allocation | Gordon.callum2@justice.gov.uk Assurance and Intelligence Team | 01/06/2014 | N/A | November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|--|---|----------------|-------------------------|---|
| 05/2014 | | Case Allocation | Gordon.callum2@justice.gov.uk Assurance and Intelligence Team | 01/06/2014 | N/A | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts. Also, information originally contained at Annex E of this document has been replaced with newly drafted interim operational guidance September 2021 – The revision to this guidance introduces further instructions on the processes to be followed where an individual receives a sentence of immediate custody, as well as clarifying how to answer the OMiC-eligibility question on the CAS form and what assessment should be considered by Court Teams where cases meet the automatic 'legacy NPS' allocation criteria. Jan 2023 – Update to Para 5.8 |
| 06/2014 | | Enforcement of Community Orders and Suspended Sentence Orders | Neil Stone: Head of Community Offender Management Policy. Email: Neil.stone@noms.gsi.gov.uk Tel: 07545732823 | 01/06/2014 | 31/04/2018 | |
| 06/2014 (Revision) | | Enforcement of Community Orders and Suspended Sentence Orders | Neil Stone: Head of Community Offender Management Policy. Email: Neil.stone@noms.gsi.gov.uk Tel: 07545732823 | 01/06/2014 | Review by 31/12/2014 | Revised 4 August 2014 – This instruction has been revised due to further guidance required with the enforcement process for attendees at Attendance Centres. |
| 06/2014 (Revision) | | Enforcement of Community Orders and Suspended Sentence Orders | Neil Stone: Head of Community Offender Management Policy. Email: Neil.stone@noms.gsi.gov.uk Tel: 07545732823 | 01/06/2014 | Review by 30/06/2015 | Revised 01 February 2015 – This instruction has been further revised to incorporate the enforcement of the electronic monitoring requirement as part of a community order. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|---|--|----------------|-------------|--|
| 06/2014 (Revision) | | Enforcement of Community Orders and Suspended Sentence Orders (includes standalone Electronic Monitoring Requirements and Attendance Centre Orders) | Claire Davies: Policy Manager Offender Assessment and Management Section. Email: NOMSOffenderManagement@Noms.gsi.gov.uk | 01/06/2014 | N/A | Revised 10 February 2016 – This instruction has been further revised to incorporate the mandated template to be used in all breaches of Community Orders and Suspended Sentence Orders. And the enforcement of the electronic monitoring requirement as a part of these community orders. In addition additional guidance is provided on the reasons why breaches would not proceed to court for prosecution. |
| 06/2014 (Revision) | | Enforcement of Community Orders and Suspended Sentence Orders (includes standalone Electronic Monitoring Requirements and Attendance Centre Orders) | Claire Davies: Policy Manager Offender Assessment and Management Section. Email: NOMSOffenderManagement@Noms.gsi.gov.uk | 01/06/2014 | N/A | Revised December 2016 – This instruction has been further revised at paragraphs 1.9 and 1.10 to reflect the process of the accumulated time violations (ATV's) for both standalone and multi requirement Electronically Monitored (EM) orders. The breach template at Annex A has also been revised following live testing. Finally the addition of Annex B is the guidance to Responsible Officers for the Accumulated Time Violations (ATV's) for Multi Requirement Orders and Suspended Sentence Orders. |
| 06/2014 (Revision) | | Enforcement of Community Orders and Suspended Sentence Orders (includes standalone Electronic Monitoring Requirements and Attendance Centre Orders) | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/06/2014 | N/A | Revised January 2018. This instruction has been further revised at paragraph 2.11 to incorporate the consideration of an application to the court for a Warrant Not Backed By Bail (WNBBS) in the first instance when initiating a breach. The removal of Annex A breach template from the instruction which will now be located in Delius is replaced by Annex A Guidance on application to the court for a warrant in the first instance. Annex C guidance for the enforcement of multiple orders, including case recording instructions. Cancelled by new Enforcement PF June 2021. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|--------|--|--|----------------|--|---|
| 07/2014 | | Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence | For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk | 01/06/2014 | 31 March 2018, for review by 31 October 2014 | Replaces and cancels: PI 17/2010 |
| 07/2014 (Revision) | | Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence | For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk | 01/06/2014 | 01/02/2017 | Revised 1 February 2015 |
| 07/2014 (Revision) | | Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence | For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk Claire Davies Offender Management Policy Manager Claire.davies2@noms.gsi.gov.uk | 01/06/2014 | N/A | Revised 28 April 2016 – This update is to reflect the arrangements for the transfer from the Community Rehabilitation Companies to the National Probation Service of individuals who become subject to either a Sexual Risk Order or a Sexual Harm Prevention Order. These are civil orders available under Part 2 of the Sexual Offences 2003 Act which can be applied to relevant sex offenders and those who pose a risk of harm. The following paragraphs have been amended 1.6 sub section 1, 2.30 & Annex B. This instruction was previously update in February 2015. |
| 07/2014 (Revision) | | Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence | For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@justice.gsi.gov.uk Claire Davies Offender Management Policy Manager Claire.Davies1@justice.gsi.gov.uk | 01/06/2014 | N/A | Revised 27 March 2017 – this instruction has been further updated at paragraphs 1.6 J, H & 2.31. |
| 07/2014 (Revision) | | Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence | Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 14/03/2018 | N/A | Revised March 2018 – This instruction has been updated to include Guidance on the transfer of Community Orders and Suspended Sentence Orders between England & Wales, Scotland and Northern Ireland which can be found at Annex C. |
| 07/2014 (Revision) | | Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence | Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 14/03/2018 | N/A | Revise November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 Cancelled by new Case Transfer PF June 2021. |
| 08/2014 | | Process for Community Rehabilitation Companies to refer cases in the community to National Probation Service for Review Risk/Escalation Review | NOMSOffenderManagement@NOMS.gsi.gov.uk | 01/06/2014 | 31/03/2016 for review by 31/12/2014 | Replaced and cancelled by PI 57/2014 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|--------------------|--|--|----------------|----------------------------|--|
| *09/2014* | 12/2014 | *Trade Union Facility Time* | Employee Relations – employeerelations@noms.gsi.gov.uk | 11/04/2014 | 06/04/2018 | |
| 10/2014 | 13/2014 | Managing terrorist and extremist offenders In the Community (Version for MOJ Website for Reference only) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 03000474524 | 01/06/2014 | For review by October 2014 | Replaces and cancels: PI 05/2013 |
| 10/2014 (Revision) | 13/2014 (Revision) | Managing terrorist and extremist offenders In the Community (Version for MOJ Website for Reference only) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 03000474524 | 01/06/2014 | 31/05/2018 | Revised 27 January 2015 – Instruction reference numbers have been updated throughout this document. |
| 10/2014 (Revision) | 13/2014 (Revision) | Managing terrorist and extremist offenders In the Community (Version for MOJ Website for Reference only) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 020 3334 0548 | 01/06/2014 | 31/05/2018 | Revised 5 October 2015 – Amendment made to the contact details on the front page. |
| 10/2014 | 13/2014 | Managing terrorist and extremist offenders In the Community (EPIC/Quantum only) (Official Sensitive) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 03000474524 | 01/06/2014 | For review by October 2014 | Replaces and cancels: PI 05/2013 Managing Terrorist and Extremist Offenders in the Community |
| 10/2014 (Revision) | 13/2014 (Revision) | Managing terrorist and extremist offenders In the Community (EPIC/Quantum only) (Official Sensitive) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 03000474524 | 01/06/2014 | 31/05/2018 | Revised 27 January 2015 – The Offender Rehabilitation Act 2014 introduces post sentence supervision periods alongside licence conditions; in addition minor referencing changes to reflect updates that have arisen since June 2014. |
| 10/2014 (Revision) | 13/2014 (Revision) | Managing terrorist and extremist offenders In the Community (EPIC/Quantum only) (Official Sensitive) | Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 020 3334 0548 | 01/06/2014 | 31/05/2018 | Revised October 2015 – Amendment made to the contact details on the front page. Replaced by Managing Extremism Policy Framework March 2019 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|---------|--|--|----------------|-------------|---|
| 11/2014 | | Licence Conditions, Polygraph Examinations & Temporary Travel Abroad | <p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (post-release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Max Beatson – Head of Extremism. Email – max.beatson@noms.gsi.gov.uk Tel: 0300 047 4367</p> | 01/06/2014 | 01/05/2018 | <p>Replaces PI 20/2012</p> <p>Cancelled by PI 09/2015</p> |
| 12/2014 | | Community Payback, High Visibility Tabards | <p>David Mead MoJ Rehabilitation Programme 102 Petty France London SW1H 9AJ Tel: 020 3334 3098 Email: David.Mead@justice.gsi.gov.uk</p> | 02/06/2014 | 01/05/2018 | <p>Replaces and cancels: PC 19/2008 – Distinctive Clothing for Offenders Undertaking Community Payback (Revised) June 2021 – cancelled as a result of the update to PI 4/2019</p> |
| 13/2014 | 14/2014 | Sentence Planning | <p>Miranda Wilkinson – Offender Assessment and Management Section , Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk – Tel 0300 047 5580</p> | 02/06/2014 | 01/05/2018 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|--|---|----------------|-----------------------------|---|
| 13/2014 (Revision) | 14/2014 (Revision) | Sentence Planning | Miranda Wilkinson – Offender Assessment and Management Section , Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk – Tel: 0300 047 5580 | 24/10/2014 | 23/10/2018 | Revised 24 October 2014 – This version replaced the original instruction which was temporarily withdrawn. This instruction was updated to accurately reflect the expectations regarding assessment and planning for CRCs and NPS in line with contractual requirements and National Standards, and to clarify the position with regard to responsibilities for sentence planning in custody. In a change to the instruction from 2012, responsibility for assessment and planning for the custodial phase of the sentence for Prolific and Priority Offenders who are <i>not</i> assessed as posing a high risk of serious harm will fall to prison staff. Previously, these were the responsibility of Probation Trusts. |
| 13/2014 (Revision) | 14/2014 (Revision) | Sentence Planning | Miranda Wilkinson – Offender Assessment and Management Section , Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk – Tel: 0300 047 5580 | 24/10/2014 | 23/10/2018 | Revised 01 February 2015 – Following a final round of consultation some minor amendments were made to clarify roles and the distinction between different types of plan. |
| 13/2014 (Revision) | 14/2014 (Revision) | Sentence Planning | Miranda Wilkinson - Offender Assessment and Management Section , Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk - Tel: 020 3334 0466 | 24/10/2014 | 23/10/2018 | Revised 5 October 2015 - Amendments made to the contact details on the front page. |
| 14/2014 | | Permanent Resettlement outside England and Wales of Offenders on Licence | Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 | 01/06/2014 | For review by 30/04/2015 | Replaces and cancels: PSI 01/2013 – PI 02/2013 Resettlement outside England and Wales on Licence Cancelled by PI 07/2015 |
| 15/2014 | 15/2014 | Notification and review procedures for serious further offences | Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 0300 047 4550 | 01/06/2014 | 01/10/2015 | Replaces and cancels: PI 04/2013 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|---|---|----------------|-------------|---|
| 15/2014 (Revision) | 15/2014 (Revision) | Notification and review procedures for serious further offences | Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 0300 047 4550 | 01/06/2014 | 01/08/2015 | Revised 01 February 2015 – PI 15/2014 was prepared in readiness for the implementation of the Government's Transforming Rehabilitation Programme (TRP). This revised PI takes account of the impact of TRP and recognises that the current procedures continue to provide a framework for the review of practice in incidents of Serious Further Offences. The revisions to the PI take the opportunity to provide updates in terms of the impact of the Offender Rehabilitation Act 2014 and highlights the use, by prisons, of these procedures for incidents of SFOs on Release on Temporary Licence, as set out in PSI xx/2015 Release on Temporary Licence (yet to be published). Additional annexes relevant to the prison procedures are now also included in this PI. |
| 15/2014 (Revision) | 15/2014 (Revision) | Notification and review procedures for serious further offences | Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 020 3334 0545 | 01/06/2014 | 01/08/2015 | Revised 5 October 2015 – Amendments made to the contact details on the front page. Nov 2020 – cancelled and replaced by PI 06/2018 |
| 16/2014 | 16/2014 | Data Gateway Service Approval of Data Collections | Steve Ellerd-Elliott, Planning and Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286 DataGateway@noms.gsi.gov.uk | 01/05/2014 | 01/06/2018 | Replaces and cancels: PSI 59/2010 – Data Gateway Service Approval of Data Collections |
| 17/2014 | 17/2014 | Research Applications | Planning and Analysis Group Robin Moore – Tel:0300 047 5590 robin.moore@noms.gsi.gov.uk National.Research@noms.gsi.gov.uk | 01/06/2014 | 01/05/2018 | Replaces and cancels: AI 02/2012 – PSI 13/2012 – PI 07/2012 – Research Applications |
| 17/2014 | 17/2014 | Research Applications | Planning and Analysis Group Robin Moore – Tel:0300 047 5590 robin.moore@noms.gsi.gov.uk National.Research@noms.gsi.gov.uk | 01/06/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|---|--|----------------|-----------------------------|---|
| 18/2014 | 18/2014 | Information Assurance Policy | Clare Lewis, Information Policy & Assurance Team, NOMS. clare.lewis@hmpr.gsi.gov.uk 0300 047 6590 | 01/06/2014 | 30/04/2018 | Replaces and cancels: PSO 9015; PI 03/2009 |
| 18/2014 (Revision) | 18/2014 (Revision) | Information Assurance Policy | NOMS Information Management and Security Team Tel: 0300 047 6590 Email: InformationmgmtSecurity@noms.gsi.gov.uk | 01/06/2014 | N/A | Revision 14 July 2016 – This update corrects some inaccuracies in the incident management process and amends contact and team names for clarity. Replaces and cancels: AI 03/2009 Information Assurance Cancelled by the Information Security PF – 29 January 2020 |
| 19/2014 | 19/2014 | IT Security Policy | Clare Lewis Head of Information Policy and Assurance Team 0300 047 6258 | 01/06/2014 | For review by 01/05/2015 | Replaces and cancels: PSO 9010 IT Security |
| 19/2014 | 19/2014 | IT Security Policy | Clare Lewis Head of Information Policy and Assurance Team 0300 047 6258 | 01/06/2014 | N/A | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 20/2014 | | Implementation of the Armed Forces Act 2006 | Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk | 01/06/2014 | For review by 31/12/2014 | Replaces and cancels: PI 06/2009 |
| 20/2014 (Revision) | | Implementation of the Armed Forces Act 2006 | Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/06/2014 | For review by 31/12/2014 | Revised 5 October 2015 – Amendments made to the contact details on the front page. |
| 20/2014 (Revision) | | Implementation of the Armed Forces Act 2006 | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/06/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|--------------------|---|---|---------------------------------------|--------------------------|--|
| 21/2014 | | Giving Evidence via Video link to a parole or Recall oral hearing | Ppcs.policy@noms.gsi.gov.uk Offender Management and Public Protection Group Rebecca Conway – 0300 047 4584 | 01/06/2014 | For review by 31/12/2014 | Replaces and cancels: PI 16/2011 – Giving Evidence through Video link to the Parole Board Cancelled and replaced by the Parole Board Oral Hearings Policy Framework – November 2019 |
| 22/2014 | | Handling of Sensitive Information provided by Criminal Justice Agencies | PPCS.policy@noms.gsi.gov.uk | 01/06/2014 | For review by 31/12/2014 | Replaces and cancels: PI 60/2010 – PSI 61/2010; PC 26/2007; PSO 6000 Chapter 5 section 5.16 N.B. – The reference PI 60/2010 is incorrect there is no such Instruction. PSI 61/2010 was also PI 20/2010 Handling of Sensitive Information provided by Criminal Justice Agencies. Replaced and cancelled by PI 14/2016 PSI 15/2016 |
| 23/2014 | 20/2014 | Security vetting – Additional Risk Criteria for Ex-offenders working in Prison and Community Settings | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 01/06/2014 | 30/11/2018 | Replaces and cancels: PSI 31/2012 – Security Vetting: Additional Risk Assessment Criteria Following Disclosed Criminal Convictions (Ex Offenders) |
| 23/2014 (Revision) | 20/2014 (Revision) | Security vetting – Additional Risk Criteria for Ex-offenders working in Prison and Community Settings | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 1 June 2014 (Revised 24 October 2014) | 30/11/2018 | Revised 24 October 2014 |
| 23/2014 (Revision) | 20/2014 (Revision) | Security vetting - Additional Risk Criteria for Ex-offenders working in Prison and Community Settings | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207 | 1 June 2014 (Revised 24 October 2014) | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 24/2014 | | Enforcement of the Post Sentence Supervision requirements | Neil Stone; Head of Community Offender Management Policy Neil.stone@noms.gsi.gov.uk | 01/11/2014 | 31/03/2016 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---|---------|--|---|----------------|---|--|
| 24/2014 (Revision) | | Enforcement of the Post Sentence Supervision requirements | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540-262812 | 01/11/2014 | 31/03/2016 | Revised 5 October 2015 Amendments made to the contact details on the front page. Cancelled by revised PI 24/2014 December 2019. |
| 24/2014 (revision December 2019) | | Enforcement of the Post Sentence Supervision requirements | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540-262812 | 30/12/2019 | N/A | A number of clarifications and minor amendments. The revision to this policy ensures alignment to the instructions highlighted by PI 06/2014 <u>Cancelled by new Enforcement PF June 2021</u> |
| 25/2014 | 21/2014 | NOMS Performance Hub Data Quality Policy | Steve Ellerd-Elliott, Planning and Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286 | 01/05/2014 | For review by 01/11/2014 | |
| 26/2014 | | Release On Licence For Foreign National Prisoners Pending Deportation | Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 | 01/06/2014 | 30/04/2016 (This is an interim instruction and is subject to review) | Replaces and cancels: PI 15/2011 – PSI 65/2011 – Foreign National Prisoners Liable for Deportation |
| 26/2014 (Revision) | | Release On Licence For Foreign National Prisoners Pending Deportation | Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 | 01/06/2014 | 30/04/2016 (This is an interim instruction and is subject to review) | Revised 26 August 2014 – Annex C in this instruction has been revised to provide clarity and up to date OM Guidance and new information provided to NOMS by the Home Office Immigration Enforcement (HOIE) Criminal Casework concerning the different types of HOIE provided Section 4 accommodation for FNPs. |
| 26/2014 (Revision) | | Release On Licence For Foreign National Prisoners Pending Deportation | Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454 | 01/06/2014 | 30/04/2016 (This is an interim instruction and is subject to review) | Revised 5 October 2015 – Amendments made to the contact details on the front page. April 2014 cancelled and replaced by the Foreign National Offenders on Licence, PSS and IS91 PF |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|--------------------|--|--|---------------------------------|-------------|---|
| 27/2014 | 22/2014 | Recall Review and Re-Release of Recall Offenders | Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 0300 0474280 Operational Specific Queries: Ian York 0300 0474330 Emma McMaster 0300 0474276 | 01/06/2014 | | Replaces and cancels: AI 09/2013 – PSI 17/2013 – PI 07/2013; PSI 29/2008; PC 12/2008; PC 29/2007; PC 14/2008; PI 04/2009 |
| 27/2014 (Revision) | 22/2014 (Revision) | Recall Review and Re-Release of Recall Offenders | Email : ppcs.policy@noms.gsi.gov.uk Ian York 0300 047 4330 Emma McMaster 0300 047 4276 Saj Zafar 0300 047 4559 | 01/06/2014 (Revised 24/10/2014) | 31/05/2018 | Revised 24 October 2014 – This instruction has been updated in preparation of the Commencement of the provisions of the Offender Rehabilitation Act 2014 (ORA 2014). The executive summary at the beginning of the Instruction sets out the process for recall determinate sentence prisoners serving a sentence of less than 12 months and whose index offence was committed on or after the Commencement of the ORA 2014 provisions. All other guidance on recall, review and re-release of determinate sentence prisoners remains unchanged. |
| 27/2014 (Revision) | 22/2014 (Revision) | Recall Review and Re-Release of Recall Offenders | Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: EmmaThompson 0300 0474280 Operational Specific Queries: Ian York 0300 0474330 Emma McMaster 0300 0474276 Saj Zafar 0300 0474559 | 01/06/2014 | 31/01/2017 | Revised 01/02/2015 – This instruction has been updated in preparation of the Commencement of the provisions of the Offender Rehabilitation Act 2014 (ORA 2014). The executive summary at the beginning of the Instruction sets out the process for recall determinate sentence prisoners serving a sentence of less than 12 months and whose index offence was committed on or after the Commencement of the ORA 2014 provisions. All other guidance on recall, review and re-release of determinate sentence prisoners remains unchanged. Further information can be found in the Executive Summary. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|------------------------|--|---|----------------|-------------|--|
| 27/2014 (Revision) | 22/2014 (Revision) | Recall Review and Re-Release of Recall Offenders | Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0654 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Saj Zafar 020 3334 0667 | 01/06/2014 | 31/01/2017 | Revised 5 October 2015 – Amendment made to the contact details on the front page. |
| 27/2014 (Revision) | 22/2014 (Revision) | Recall Review and Re-Release of Recall Offenders | Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0654 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Saj Zafar 020 3334 0667 | 01/06/2014 | 31/01/2017 | Revised 10 February 2016 – References to Annex B pro-forma on page 65 Section 19; Page 68 section 29; and Page 76 section 41 have been amended to refer to Annex A pro-forma. |
| 27/2014 (Revised) | 22/2014 | Recall Review & Re-release of Recall Offenders | Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0654 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Patricia O'Neill 020 3334 0698 | 01/06/2017 | 31/01/2017 | Update January 2017 – Amendment made to the contact details on the front page and Annex F Pro-Forma 'Notice of Return to Custody' has been updated. Replaced by Recall, Review and Re-release Policy Framework April 2019 |
| - | 24/2014 AI Only | NOMS Policy for Junior Attendance Centres | Richard Pearce, Offender Management and Public Protection Group Email: richard.pearce3@noms.gsi.gov.uk - Tel: 07920 083880 | 01/08/2014 | 31/03/2015 | Replaces and cancels: AI 09/2012 - PI 15/2012 NOMS Attendance Centre Policy and Practice Instructions |
| 28/2014 | | Archiving, Retention and Disposal Policy | NOMS Information Policy and Assurance Team, 1st Floor, Clive House, Petty France, London, SW1H 9EX Tel 0300 047 6285 Email: NOMSIMteam@noms.gsi.gov.uk | 01/06/2014 | 31/04/2015 | This policy is a revision of PI 06-2011 to comply with the changes required by the Transforming Rehabilitation Programme. Cancelled and replaced by PI 02/2018 |
| 29/2014 | | Post-Sentence Supervision Requirements | For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 For breach related enquires: Neil Stone – Offender Management Court Work Lead. Email: Neil.Stone@noms.gsi.gov.uk Tel: 0300 047 4598 / 07545 732 823 | 01/11/2014 | 31/03/2016 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|---------|---|--|----------------|-------------|---|
| 29/2014 (Revision) | | Post-Sentence Supervision Requirements | For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454 For breach related enquires: Neil Stone – Offender Management Court Work Lead. Email: Neil.Stone@noms.gsi.gov.uk Tel: 020 3334 0464 / 07545 732 823 | 01/11/2014 | 31/03/2016 | Revised 5 October 2015 – Amendments made to the contact details on the front page Replaced by The Post Sentence Supervision Policy Framework. March 2020 |
| 30/2014 | | Drug Appointment and Drug Testing For Licence Conditions and Post-Sentence Supervision Requirements | For general enquiries: Ken Elliot ken.elliott@noms.gsi.gov.uk 0300 047 5064 | 01/11/2014 | 31/03/2016 | |
| 31/2014 | 27/2014 | Authorisation as “Officer Of A Provider Of Probation Services” | Karen Serdet, Directorate of Probation karen.serdet@noms.gsi.gov.uk Tel: 0300 047 6416 Mobile: 07964 208096 | 04/12/2014 | 30/09/2015 | |
| 31/2014 | 27/2014 | Authorisation as “Officer Of A Provider Of Probation Services” | Karen Serdet, Directorate of Probation karen.serdet@noms.gsi.gov.uk Tel: 0300 047 6416 Mobile: 07964 208096 | 04/12/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts April 23 Replaced by the Probation professional Register PF |
| 32/2014 | | Approved Premises | Seán Langley, Head of Approved Premises Team, NOMS OMPPG sean.langley@noms.gsi.gov.uk 030 0047 4486 | 01/06/2014 | 30/04/2015 | Replaces and cancels: PC05/2005 – Approved Premises: steps to be followed when considering temporary or permanent closure PC37/2005 – Role & purpose of APs (Part 4 only – the rest was cancelled in 2011) PI 02/2011 Approved Premises Rules & Guidance PI 04/2011 Implementation of the Approved Premises Specification Introduces amendments to the following documents: The Approved Premises Manual (Annex A) |
| 32/2014 (Revision) | | Approved Premises | Seán Langley, Head of Approved Premises Team, NOMS OMPPG ✉ sean.langley@noms.gsi.gov.uk ☎ 020 3334 0533 | 01/06/2014 | 30/04/2015 | Revised 5 October 2015 - Amendments made to the contact details on the front page. |

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|-----------------------------|--------|---------------------------------------|--|-----------------------|-----------------------|--|
| *33/2014* | | *Absence Management Policy* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 34/2014 | | Conduct and Discipline | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 34/2014 (Revision) | | Conduct and Discipline | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 15/10/2019 | Revised 16 October 2015 This NPS policy has been revised to correct some minor errors. The main change is in respect of delegating the lead responsibility of a disciplinary hearing to Pay Bands 5 or 6, whichever is appropriate. The policy also required an extension to the expiry date. |
| *34/2014* (Revision) | | *Conduct and Discipline* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 15/10/2019 | Reissued 14 November 2015 - This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version. |
| 35/2014 | | Employee Induction Periods | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 35/2014 (Revision) | | Employee Induction Periods | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 15/10/2019 | Revised 16 October 2015 - The NPS policy has been revised to make some error corrections. The policy also required an extension in line with OPG requirements. |
| 35/2014 (Revision) | | Employee Induction Periods | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 15/10/2019 | Reissue November 2015 - This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version. Cancelled and replaced by PI 14/2017 Employee Induction and Probation Periods |
| *36/2014* | | *Keeping in Touch Scheme* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 37/2014 | | Management of Attendance | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|-----------------------------|--------|--------------------------|--|----------------|-------------|--|
| 37/2014 (Revision) | | Management of Attendance | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2018 | Revised 2 December 2015 - This is a revision of PI 37/2014 following further trade union consultation on pay-affecting aspects of the policy Cancelled by PI 01/2017 AI 01/2017 PSI 01/2017 |
| 38/2014 | | Outside Activities | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| *38/2014* (Revision) | | *Outside Activities* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | Revised 20 January 2015 - Due to a report from the Public Administration Select Committee into the Business Appointment Rules, the Government has recently published a revised set of Business Appointment Rules as a result amendments have been made to paragraph 2.84. |
| 39/2014 | | Managing Performance | Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504) | 01/06/2014 | 31/05/2015 | |
| 39/2014 (Revision) | | Managing Performance | Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504) | 01/06/2014 | 15/10/2019 | Revised 16 October 2015: The policy contains error corrections and an extension to the expiry date. |
| 39/2014 (Revision) | | Managing Performance | Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504) | 01/06/2014 | 15/10/2019 | Re-Issue 14 November 2015 - This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version. |
| 39/2014 (Revision) | | Managing Performance | Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504) | 01/06/2014 | N/A | Revised 30 March 2016 - A decision was made by the NOMS National Management Executive Committee to introduce a simplified SPDR form to particularly support managers with large management spans. Small policy changes have been added to reflect the new form. April 2022 - Replaced by the Performance Management Policy & Toolkit (online only) |
| 40/2014 | | Recognising Performance | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | April 2022 - Replaced by the Recognition and Reward Policy & Toolkit (online only) |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|-----------------------------|--------|--|--|----------------|----------------|--|
| 41/2014 | | Reporting Wrongdoing | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 41/2014 (Revision) | | Reporting Wrongdoing | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | Revised 16 September 2014 – Paragraph 2.7 & Annex A paragraph 1.8 amended to update contact details. |
| 41/2014 (Revision) | | Reporting Wrongdoing | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | N/A | Revised 12 September 2016 – Nominated Officers and Staff Network contact details have been updated at paragraphs 2.7, 2.8, and Annex A – 1.8 and 1.10. The expiry date has also been removed. Replaced by the Counter Corruption and Reporting Wrongdoing PF – April 2019 |
| 42/2014 | | Staff Grievance | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 42/2014 (Revision) | | Staff Grievance | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | September 2019 | Revised 16 October 2015 – This NPS policy is being revised to correct some minor errors. The policy expiry date has also been extended in line with OPG requirements. |
| *42/2014* (Revision) | | *Staff Grievance* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 15/10/2019 | Revised 14 November 2015 This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version. |
| 43/2014 | | The Provision of Eye Tests and Glasses | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | Cancelled and replaced by 02/2017 |
| 44/2014 | | Exit Management (NPS Directorate) | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 44/2014 (Revision) | | Exit Management (NPS Directorate) | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | Revised 28 October 2014 – There is an additional sentence been added to the end of para. 4.7. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|--------------------------|--------|--|---|----------------|-------------|---|
| *44/2014* (Revision) | | *Exit Management (NPS Directorate)* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | Revised 20 January 2015 - Due to a report from the Public Administration Select Committee into the Business Appointment Rules, the Government has recently published a revised set of Business Appointment Rules as a result amendments have been made to paragraph 6.18. |
| *45/2014* | | *Work-Life Balance/Flexible Working (NPS Staff)* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| *46/2014* | | *Occupational Health* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | Replaced by the Occupational Health and Employee Assistance Programme Policy Framework |
| *47/2014* | | *Staff Alcohol Misuse Policy* | Shared Services HR Contact Centre 0845 010 3504 | 01/06/2014 | 31/05/2015 | |
| 48/2014 | | Victim Contact Scheme Guidance Manual | Victims Policy Team, NOMS Offender Management and Public Protection Group Email: vcspolicy@noms.gsi.gov.uk Tel: Laura Toze (0300 047 4228) or Julie Dennis (0300 047 4438) | 01/06/2014 | 31/05/2018 | Replaces and cancels: PI 11/2013 Victim Contact Scheme Guidance Manual. |
| 48/2014 (Revision) | | Victim Contact Scheme Guidance Manual | Victims Policy Team, NOMS Offender Management and Public Protection Group Email: vcspolicy@noms.gsi.gov.uk Tel: Laura Toze (020 3334 0539); Julie Dennis (020 3334 0526) or Nigel Battson (020 3334 0525) | 01/06/2014 | 31/05/2018 | Revised 5 October 2015— Amendments made to the contact details on the front page and Annex A. Cancelled March 2021— out of date. support Scheme PF 14/12/2023 Replaced by the Victim Contact Scheme PF |
| 49/2014 | | Liaison Arrangements Between Sentencers and Providers of Probation Services | Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk | 01/06/2014 | 31/05/2016 | Replaces and cancels: PC 73/2005 Replaced and cancelled by PI 18/2016 |
| 50/2014 | | NPS and CRC Secondment Framework Agreement | Policy lead: Chris Hughes, NOMS HR. chris.hughes@noms.gsi.gov.uk | 20/06/2014 | 19/06/2018 | Replaces and cancels: Secondment Framework and Secondment Agreement model documentation issued by NOMS HR and the Probation Association 22 November 2010 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|--|---|----------------|-------------|--|
| 50/2014 (Revision) | | NPS and CRC Secondment Framework Agreement | Chris Hughes, NOMS HR. chris-hughes@noms.gsi.gov.uk | 20/06/2014 | 19/06/2018 | Revised 26 June 2015 – As part of the Review of Probation Instructions this has been revised and includes main changes to the following: Pages 1, 2 & 5 – References to this being ‘a replacement for previous secondment agreements’ removed. Pages 2 & 3 – References to ‘other secondments’ removed. Pages 2 & 3 – additions made to include potential ‘other providers of Probation Services’ Page 3 – ‘Share Sale’ changed to ‘Share Transfer’. Page 3 – Clarification of NOMS versus NPS roles within the document. Feb 2022 – This policy is now obsolete, with the Unified Model (from 25/6/21). |
| 51/2014 | | National Offender Management Service Probation Standard Complaints Procedure | Directorate of Probation, NOMS Roger Davis – Tel: 0300 047 6292 Email: Roger.Davis2@noms.gsi.gov.uk | 27/06/2014 | 26/06/2018 | Replaces and cancels: PC 128/2001; and NOMS Information Leaflet titled ‘Making a Complaint’ reference number NPD/001/2006 |
| 51/2014 (Revision) | | National Offender Management Service Probation Standard Complaints Procedure | Directorate of Probation, NOMS Roger Davis – Tel: 0300 047 6292 Email: Roger.Davis2@noms.gsi.gov.uk | 27/06/2014 | N/A | Update 29 November 2016 – This updated PI contains minor additions (at paragraphs 1.2, 2.5, 2.8-2.10 and Annex A) to reflect a new statutory requirement. It does not substantively alter the standard complaints procedure. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|------------------------|--------|---|--|----------------|-----------------------------|---|
| 51/2014 (Revision) | | National Offender Management Service Probation Standard Complaints Procedure | Directorate of Probation, NOMS Roger Davis - Tel: 0300 047 6292 Email: Roger.Davis2@noms.gsi.gov.uk | 20/05/2019 | N/A | Update 20 May 2019- Minor amendments to paragraphs 2.28, the PPO's address and all references to NOMS replaced by HMPPS. The length of time to write to the PPO has increased from 1 month to 3 months on page 9 (Panel 4). Update 12.08.21 – Amendments to complaints processes and procedures requested at a national workshop; references to the CRCs in preparation for the unification model in July 2021; and amendments requested by the PPO to provide additional information and clarification regarding vexatious and persistent complaints. |
| 52/2014 | | Provision of Offender Risk Information to Home Office Immigration Enforcement regarding Foreign National Offenders who are being considered for Deportation | Richard Pearce Offender Management and Public Protection Group, NOMS Email: NOMSOffenderManagement@NOMS.gsi.gov.uk | 01/08/2014 | 31/07/2017 | Replaces and cancels: PC 11/2007 Deportation of EEA National Prisoners; PC 32/2007— Management of FNP's; Licences, Bail Hearings, Releases from Immigration Detention and Deportation |
| 52/2014 (Revision) | | Provision of Offender Risk Information to Home Office Immigration Enforcement regarding Foreign National Offenders who are being considered for Deportation | Brian Chapman Offender Management and Public Protection Group, NOMS Tel: 020 3334 0454 Email: NOMSOffenderManagement@NOMS.gsi.gov.uk | 01/08/2014 | 31/07/2017 | Revised 5 October 2015— Amendments made to the contact details on the front page. April 2014 — cancelled and replaced by the Foreign National Offenders on Licence, PSS and IS01 PF |
| 53/2014 | | Polygraph Examinations: Instructions for Imposing Licence Conditions for the Polygraph on Sexual Offenders | Heather Sutton, Head of the Sex Offender Team, OMPPG E-mail: Heather.Sutton@noms.gsi.gov.uk Tel: 0300 0474743 | 08/08/2014 | For Review by 31/07/2015 | Replaces and cancels: PSI 42/2011— End of Polygraph Pilot and “Interim Guidance to Trusts in relation to securing additional licence conditions for polygraph testing of sexual offenders due for release from 6 January 2014”, issued August 2013. |
| 53/2014 (Revision) | | Polygraph Examinations: Instructions for Imposing Licence Conditions for the Polygraph on Sexual Offenders | Heather Sutton, Head of the Sex Offender Team, OMPPG E-mail: Heather.Sutton@noms.gsi.gov.uk Tel: 020 3334 0537 | 08/08/2014 | For Review by 31/07/2015 | Revised 5 October 2015— Amendments to the contact details on the front page and page 5 foot notes. Cancelled by new Polygraph PF June 2021. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|---------|---|--|----------------|-------------|---|
| 54/2014 | | NOT USED | NOT USED | NOT USED | NOT USED | NOT USED |
| 55/2014 | 26/2014 | National Security Framework – NSF 15.5 Vetting Function Security Vetting – Using Offenders as Mentors in the Community and in Custody | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207 | 23/09/2014 | 22/09/2018 | |
| 55/2014 | 26/2014 | National Security Framework - NSF 15.5 Vetting Function Security Vetting – Using Offenders as Mentors in the Community and in Custody | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207 | 23/09/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 56/2014 | | Mandatory Use of ViSOR | Gareth Hale gareth.HALE@hmpr.gsi.gov.uk Telephone: 0300 047 4888 | 22/10/2014 | 20/11/2018 | Replaces and cancels: PSI 06/2013 and PI 03/2013, which replaced PI 05/2009 and PSI 27/2009 Update October 2014 – This instruction has been revised to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme. References to Probation Trusts have been removed and replaced with NPS. Changes also relate to updating the Police Vetting Unit contact details, removing an annex (D) which provided details of the ViSOR pilot and reinforcing the benefits of quality assurance, (see 2.11) log on audits and ensuring ViSOR is addressed in supervision and the appraisal process. Although the instruction is marked as an update this is the original. The revisions referenced refer to the amendments made since PI 03/2013 PSI 06/2013 was issued. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|------------------------|--------|--|--|----------------|-------------|--|
| 56/2014 (Revised) | | Mandatory Use of ViSOR | Gareth Hale — gareth.hale@hmps.gsi.gov.uk — Telephone: 020 3344 0532 | 22/10/2014 | 20/11/2018 | Update 5 October 2015 – Amendments made to the contact details on the front page. Cancelled by the Use of ViSOR PF January 2023. |
| 57/2014 | | Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation. | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 24/10/2014 | 31/10/2016 | Replaces and cancels: PI 08/2014 Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation. |
| 57/2014 (Revision) | | Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation. | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 24/10/2014 | 31/10/2016 | November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 |
| 57/2014 (Revision) | | Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation. | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 24/10/2014 | 31/10/2016 | Jan 2021 – An interim process (valid until 26 June 2021) has been added for risk escalation for long term custodial cases from CRCs to the NPS. Cancelled by new Case transfer PF June 2021. |
| 58/2014 | | Rehabilitation Activity Requirement | Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 | 23/10/2014 | 23/10/2015 | |
| 58/2014 (Revised) | | Rehabilitation Activity Requirement | Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 23/10/2014 | 23/10/2015 | Update September 2017: This has been amended to correct a typographical error at Para 2.5 has been amended. When a RAR is attached to a Suspended Sentence Order (SSO) it must be completed by the expiry of the supervision period of the SSO. Contact details have also been updated. |
| 58/2014 (Revised) | | Rehabilitation Activity Requirement | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 23/10/2014 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|------------------------|---------|---|---|----------------|-------------|---|
| 59/2014 | | Management of Offender Records | Dr Debra Baldwin Female Offenders Transforming Rehabilitation Programme Tel: 0203 334 6028 Email: debra.baldwin@justice.gsi.gov.uk | 24/10/2014 | 23/10/2015 | |
| 59/2014 (Revision) | | Management of Offender Records | Information Management & Security Digital & Change Directorate, NOMS 0300 047 6590 / informationmgmtsecurity@noms.gsi.gov.uk | 24/10/2014 | N/A | Revised 14 July 2016 Introduced two exceptions where information should not be held on nDelius. It also pulls together relevant processes that were originally released as stand alone documents into Annexes of the instruction. Lastly, it provides clarity within the wording of the main body, particularly removing words or sentences that were either not necessary or not appropriate. Replaced by PSI 4/2018 PI 2/2018 |
| 60/2014 | | National Security Framework - NSF 15.2 Vetting Function - Exclusion of Personnel on Grounds of Misconduct | Guy Woollven, Security Policy Unit guy.woollven@noms.gsi.gov.uk 0300 047 6207 | 28/10/2014 | 04/07/2017 | Replaces PSI 24/2013 - Exclusion of Personnel on Grounds of Misconduct |
| 60/2014 | | National Security Framework - NSF 15.2 Vetting Function - Exclusion of Personnel on Grounds of Misconduct | Guy Woollven, Security Policy Unit guy.woollven@noms.gsi.gov.uk 0300 047 6207 | 28/10/2014 | | 26 June 2021 - This policy has been up-dated to reflect the termination of CRC contracts |
| 61/2014 | 28/2014 | The Data Protection Act 1998 The Freedom of Information Act 2000 Environmental Information Regulations 2004 | Kate Burns Communication and Information Directorate Ministry of Justice Post point 10.34 102 Petty France London, SW1H 9AJ Tel: 020 3334 3248 Email: kate.burns@justice.gsi.gov.uk | 12/12/2014 | 11/12/2018 | Replaces and cancels: PSO 9020 (issue number 313): The Data Protection Act 1998, The Freedom of Information Act 2000, Environmental Information Regulations 2004 REPLACED AND CANCELLED BY PI 03/2018 - SQ |
| 62/2014 | 29/2014 | Crown Copyright and Licences | Francesca Emmett, Francesca.emmett@noms.gsi.gov.uk International Relations and Commercial Manager Tel: 01925 423400 (extension 445) and Mobile: 07530264234 | 22/12/2014 | 21/12/2018 | |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|------------------------|-----------------------|--|---|----------------|-------------|---|
| 62/2014 (Revision) | 29/2014 (Revision) | Crown Copyright and Licences | Francesca Emmett, Francesca.emmett@noms.gsi.gov.uk , International Relations and Commercial Manager Tel: 01925 423400 (extension 445) and Mobile: 07530264231. | 22/12/2014 | N/A | Revised December 2016 - This policy revises previously introduced mandatory processes to enable NOMS: to meet responsibilities under its accreditation to The National Archives' Information Fair Trader Scheme (IFTS), implementing the Re-use of Public Sector Information Regulations (2015); to protect Crown copyright, which represents valuable intellectual property rights, by actively managing such rights; to ensure that interventions and programmes - and any other materials covered by Crown Copyright - are delivered in accordance to their purpose and design and confidently challenge their unapproved delivery. |
| 63/2014 | | Mother & Baby Units | Cassie Robinson, Policy Manager, Women's Team, NOMS Cassie.robinson@noms.gsi.gov.uk Tel: 0300 047 5709 Laura Newson, Policy Support, Women's Team, NOMS Laura.newson@noms.gsi.gov.uk Tel: 0300 049 7015 | 23/12/2014 | 22/12/2018 | Replaces and cancels: PSI 54/2011 Mother & Baby Units September 2021 – this has now been cancelled by the Pregnancy, Mother and Baby Units (MBUs), and Maternal Separation from Children up to the Age of Two in Women's Prisons Policy Framework. |
| 01/2015 | | Rehabilitation Services Specification – Custody | Bruce Davison Commissioning Strategies Group Tel:0300-047-5617 – Email:bruce.davison@hmps.gsi.gov.uk | 01/02/2015 | 31/07/2015 | Replaces and cancels: PSI 12/2012 |
| 01/2015 (Revision) | | Rehabilitation Services Specification – Custody | Fiona Radford Commissioning Strategies Group Tel:0300-049-7224 – Email:fiona.radford@noms.gsi.gov.uk | 01/02/2015 | 31/07/2015 | Revision 11 February 2015 – Policy lead contact details and link to directory of services specifications changed. |
| 01/2015 (Revision) | | Rehabilitation Services Specification - Custody | Fiona Radford Commissioning Strategies Group Tel:0300 049 7224 – Email: fiona.radford@noms.gsi.gov.uk | 01/02/2015 | 31/07/2015 | November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|-------------------|---------|--|---|----------------|-------------|---|
| 02/2015 | 03/2015 | National Security Framework - NSF 15.4 Security Vetting: Reconsideration of NOMS Central Vetting Decisions by Exception | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207 | 01/02/2015 | 31/01/2019 | Replaces and cancels: PSI 38/2014 Security Vetting - Reconsideration of Central Vetting Decisions by Exception |
| 02/2015 | 03/2015 | National Security Framework - NSF 15.4 Security Vetting: Reconsideration of NOMS Central Vetting Decisions by Exception | Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207 | 01/02/2015 | | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 03/2015 | 04/2015 | Policy, Organisation and Summary Arrangements for the Management of Health and Safety | Kathryn Ball, Head of Occupational Health, Safety and Employee Assistance kathryn.ball@noms.gsi.gov.uk 07545 732805 or 0300 047 5003 | 01/02/2015 | 31/12/2016 | Replaces and cancels: PSI 42/2010 – AI 23/2010 Health & Safety Policy Statement; NTS 30/2014 – Health, Safety and Fire Policy Statement and Organisational Chart |
| 03/2015 (revised) | 04/2015 | Policy, Organisation and Summary Arrangements for the Management of Health and Safety | Kathryn Ball, Head of Occupational Health, Safety and Employee Assistance kathryn.ball@noms.gsi.gov.uk 07545 732805 or 0300 047 5003 | 01/02/2015 | 31/12/2016 | Revised Feb 2018 – (updates to senior manager roles etc) March 2021 - Revised (updates to senior manager roles etc) |
| 04/2015 | 05/2015 | Implementation of the Support Delivery of the Drug Rehabilitation Requirement specification | Ken Elliot, Senior Co-commissioning Manager - Community, Health Wellbeing and Substance Misuse Co-Commissioning Team, Commissioning Group Ken.elliott@noms.gsi.gov.uk | 01/02/2015 | 31/01/2017 | Replaces and cancels: PI 14/2011 Implementation of the Support Delivery of the Drug Rehabilitation Requirement Specification |
| 05/2015 | 06/2015 | Implementation of the Support Delivery of Alcohol Treatment Requirement Specification | Ken Elliot, Senior Co-commissioning Manager - Community, Health Wellbeing and Substance Misuse Co-Commissioning Team, Commissioning Group Ken.elliott@noms.gsi.gov.uk | 01/02/2015 | 31/01/2017 | Replaces and cancels: PI 13/2011 Implementation of the Support Delivery of Alcohol Treatment Requirement Specification |
| 06/2015 | | Early Days in Custody – Reception In, First Night in Custody, and Induction to Custody | Equality, Rights and Decency Group Tel 0300 047 6533 ERDGPolicyTeam@noms.gsi.gov.uk | 01/02/2015 | 28/02/2016 | Replaces and cancels: PSI 74/2011 Early Days in Custody – Reception In, First Night in Custody, and Induction to Custody. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|----------------------------|--------|---|--|----------------|-------------|--|
| 07/2015 | | Permanent Resettlement Outside England and Wales of Offenders Subject to Post Release Supervision | Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 | 01/02/2015 | 01/02/2017 | Replaces and cancels: PSI 20/2014 – PI 14/2014 Permanent Resettlement outside England and Wales of Offenders on Licence |
| 07/2015 (Revision →) | | Permanent Resettlement Outside England and Wales of Offenders Subject to Post Release Supervision | Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454 | 01/02/2015 | 01/02/2017 | Revised 5 October 2015 – Amendments made to the contact details on the front page. July 2021 – this has now been cancelled by the Travel and Transfer on Licence Outside of England and Wales Policy Framework. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|--------|---|---|----------------|-------------|--|
| 08/2015 | | Managing Indeterminate Sentenced Offenders on Licence | <p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: brian.chapman@noms.gsi.gov.uk Tel: 0300 047 4424</p> <p>For ISP related issues: Polly Churcher – ISP Policy Lead. Email polly.churcher@noms.gsi.gov.uk Tel: 0300 047 4426</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: laura.toze@noms.gsi.gov.uk Tel: 0300 047 4428</p> <p>For licence variations (pre-release): James Hough Email: james.hough@noms.gsi.gov.uk or pre-releaseteama@noms.gsi.gov.uk Tel: 0300 047 4475</p> <p>For licence variations (post-release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559</p> <p>For Suspension of Supervision Element of ISP Licences/Re-imposition of ISP licence conditions and Termination of IPP licences Email: pre-releaseteamb@noms.gsi.gov.uk</p> | 04/03/2015 | 03/03/2018 | Replaces and cancels: Chapter 13 PSO 4700 – Indeterminate Sentence Manual; PC 05/2009 – Reporting Arrangements for Offenders Released on Life Licence. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|---|---|----------------|-------------|---|
| 08/2015 (Revision) | | Managing Indeterminate Sentenced Offenders on Licence | <p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: brian.chapman@noms.gsi.gov.uk Tel: 020 3334 0454</p> <p>For ISP related issues: Polly Churcher – ISP Policy Lead. Email polly.churcher@noms.gsi.gov.uk Tel: 020 3334 0455</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: laura.toze@noms.gsi.gov.uk Tel: 020 3334 0539</p> <p>For licence variations (pre-release): James Hough Email: james.hough@noms.gsi.gov.uk or pre-releaseteama@noms.gsi.gov.uk Tel: 0203 334 0598</p> <p>For licence variations (post-release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 020 3334 0667</p> <p>For Suspension of Supervision Element of ISP Licences/Re-imposition of ISP licence conditions and Termination of IPP licences Email: pre-releaseteamb@noms.gsi.gov.uk</p> | 04/03/2015 | 03/03/2018 | <p>Revised 5 October 2015 – Amendments made to the contact details on the front page.</p> <p>Cancelled by Managing Parole Eligible Offenders on Licence Policy Framework – 11 November 2020</p> |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|--------|--|---|----------------|-------------|--|
| 09/2015 | | Licence Conditions and Temporary Travel Abroad | <p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4228</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Claire Fuller – Head of Extremism. Email: claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894</p> | 23/03/2015 | 22/03/2018 | Replaces and cancels: PI 11/2014 – Licence Conditions, Polygraph Examinations and Temporary Travel Abroad. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|--|---|----------------|-------------|---|
| 09/2015 (Revision) | | Licence Conditions and Temporary Travel Abroad | <p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4228</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Claire Fuller – Head of Extremism. Email: claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894</p> | 23/03/2015 | 22/03/2018 | Revision 7 April 2015 this instruction has been amended to include revised telephone numbers and changes to Licence Conditions criteria at Annex A. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|--|---|----------------|-------------|--|
| 09/2015 (Revision) | | Licence Conditions and Temporary Travel Abroad | <p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 020 3334 0537</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 020 3334 0539</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0203 334 0598</p> <p>For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 020 3334 0667</p> <p>For TACT/extremism issues: Claire Fuller – Head of Extremism. Email: claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894</p> | 23/03/2015 | 22/03/2018 | <p>Revised 5 October 2015 – Amendments made to the contact details on the front page.</p> <p>July 2021 – This PI has now been cancelled by the Travel and Transfer on Licence Outside of England and Wales Policy Framework and the Licence Conditions Policy Framework.</p> |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|---------|------------------------------|--|----------------|-------------|---|
| 10/2015 | | Release on Temporary Licence | Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk | 23/03/2015 | 22/03/2019 | Introduces amendments to the following documents: This instruction wholly replaces PSO 6300 – Release on Temporary Licence – for all offenders aged 18 and over. Copies of PSO 6300 should be retained solely in relation to temporary release applications by young people (ie under 18s), pending revision of the operational instructions applicable to them. Paragraphs 4.10 and 4.11 amend paragraphs 2.7.3 to 2.7.5 of PSO 4460 – Prisoners’ Pay. Annex G and F (Memoranda of Understanding for paid and unpaid work placements) replace those included in PSO 2300 – Resettlement and PSI 76/2011 – Prisoner Earnings Act 1996 |
| 10/2015 (Revision) | | Release on Temporary Licence | Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk | 23/03/2015 | 22/03/2019 | Revision 24 March 2015 Instruction and attached forms updated to rectify typographical and formatting issues. |
| 10/2015 (Revision) | | Release on Temporary Licence | Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk | 23/03/2015 | 22/03/2019 | Revised 28 August 2015 – Forms at Annex D updated having undergone practitioner review so that they better complement the processes set out in the Instructions, and are more user-friendly. The new forms are issued in Word and Excel format for ease of use, and will be placed on NOMIS in due course. Replaced by the ROTL Policy Framework – May 2019 |
| 11/2015 | 10/2015 | Adult Social Care | For matters concerning England or Wales: Health, Wellbeing, & Substance Misuse Co-commissioning Health.co-commissioning@noms.gsi.gov.uk | 01/04/2015 | 31/03/2016 | Section 17 makes amendments to NOMS Service Specifications. Cancelled by PI 06/2016/AI 06/2016 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|------------------------|---------|---|--|----------------|-----------------------------|---|
| 12/2015 | | Health and safety arrangement for the management of violence and aggression in the workplace | Colan Ash, NOMS Senior Health and Safety Lead (NPS) 07773 237747; colan.ash@noms.gsi.gov.uk | 07/07/2015 | 06/07/2018 | |
| 12/2015 (Revision) | | Health and safety arrangement for the management of violence and aggression in the workplace | Colan Ash, NOMS Senior Health and Safety Lead (NPS) 07773 237747; colan.ash@noms.gsi.gov.uk | 01/04/2019 | 01/04/2021 | Revised March 2019; Minor update-Contact details changed along with references to NOMS. |
| 13/2015 | | Health and safety arrangement for the management of accident reporting, recording and investigation | Colan Ash, NOMS Senior Health and Safety Lead (NPS) 07773 237747; colan.ash@noms.gsi.gov.uk | 07/07/2015 | 06/07/2018 | |
| 13/2015 (Revision) | | Health and safety arrangement for the management of accident reporting, recording and investigation | Paul Hughes, North East Divisional Health, Safety and Fire Lead (NPS) 07773 237 740; paul.hughes2@noms.gsi.gov.uk | 07/07/2015 | 06/07/2018 | Updated 1 March 2017 - Amendments to document are Annex B NPS Accident/Incident recording form and Policy Lead contact details. Employers are required to record, report and investigate accidents and injuries arising from their work to staff and others to whom they have a duty of care. This is a new procedure specifically for the NPS which sets out processes staff and managers should follow for reporting, recording and investigation of work place accident, injury and ill-health. Updated 1st July 2021- introduction of a new Sphera Cloud Portal Form |
| 14/2015 | 11/2015 | Generic parole process for indeterminate and determinate sentenced prisoners (GPP) | For Policy issues: ppcs.policy@noms.gsi.gov.uk For PPUD performance issues: performanceteam@noms.gsi.gov.uk | 01/07/2015 | For review by 01/01/2015 | Replaces and cancels: PSI 36/2012 – PI 18/2012 Generic Parole Process (GPP) amended to incorporate Electronic Working; PSI 18/2013 – PI 08/2013 – Determinate Sentenced Prisoners Transferred under the Mental Health Act 1983; PSI 19/2013 – PI 09/2013 Generic Parole Process for Determinate sentence prisoners (GPP-D) |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|--|---|----------------|-------------|---|
| 14/2015 (Revision) | 11/2015 (Revision) | Generic parole process for indeterminate and determinate sentenced prisoners (GPP) | For Policy issues: ppcs.policy@noms.gsi.gov.uk For PPUD performance issues: performanceteam@noms.gsi.gov.uk | 01/07/2015 | 01/01/2017 | Re-Issued 7 January 2016 to extend its expiry date only. The content remains unchanged. Cancelled by the GPP Policy Framework 27 Jan 2020 |
| 15/2015 | 16/2015 | Implementation of the Active Risk Management System (ARMS) | Heather Sutton. Head of the Sex Offender Team. OMPPG. NOMS. Heather Sutton. Head of the Sex Offender Team. OMPPG. NOMS. Heather.Sutton@noms.gsi.gov.uk Telephone. 0300 33340537 | 30/07/2015 | 29/07/2018 | Cancelled because of a significant change to the way in which ARMS factors for men convicted of sex offences are assessed. The assessment will now take place in OASys. 14/08/2020 |
| 16/2015 | | Enhanced Behaviour Monitoring (EBM) | Offender Management and Public Protection Group (OMPPG) Email: NOMSOffenderManagement@noms.gsi.gov.uk | 01/07/2015 | 30/06/2019 | Cancelled May 2019. Replaced by the Enhanced Behaviour Monitoring Policy Framework |
| *17/2015* | | *Travel and subsistence* | Shared Services HR Contact Centre 0845 010 3504 | 01/08/2015 | 31/07/2019 | |
| *18/2015* | | *Health and Safety arrangements for Risk Assessment* | Colan Ash, NOMS Senior Health and Safety Lead (NPS) Tel: 07773 237747 Email: colan.ash@noms.gsi.gov.uk | 03/09/2015 | 02/09/2018 | |
| 19/2015 | | Health and Safety Arrangement for the Risk Management of Home/Community Visits | Colan Ash, NOMS Senior Health and Safety Lead (NPS) Tel: 07773 237747 Email: colan.ash@noms.gsi.gov.uk | 03/09/2015 | 02/09/2018 | |
| 19/2015 (Revision) | | Health and Safety Arrangement for the Risk Management of Home/Community Visits | Colan Ash, NOMS Senior Health and Safety Lead (NPS) Tel: 07773 237747 Email: colan.ash@noms.gsi.gov.uk | 01/04/2019 | 01/04/2021 | Revised March 2019; Minor update-Contact details changed along with references to NOMS. November 2021 — this has now been cancelled by the Home Visit Policy Framework. |
| 20/2015 | 18/2015 | Unlawfully at large after recall offence protocols | Russell A'Court Russell.a'court@noms.gsi.gov.uk Ian York ian.york@noms.gsi.gov.uk Kelly Lennon Kelly.lennon@noms.gsi.gov.uk | 05/10/2015 | 04/10/2019 | Replaced by Recall, Review and Re-release Policy Framework April 2019 |
| 21/2015 | 19/2015 | First Aid | Occupational Health and Safety Section NOMS HQ Email - Anne.norton@noms.gsi.gov.uk Tel: 0300 047 5029 | 30/10/2015 | 29/10/2019 | Replaces and cancels: First Aid guidance 03/2010 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|-----------------------|---|---|----------------|-------------|--|
| 21/2015 (Revision) | 19/2015 (Revision) | First Aid | Occupational Health and Safety Section NOMS HQ Email – Anne.norton@noms.gsi.gov.uk Tel: 0300 047 5029 | 16/05/2016 | 29/10/2019 | Revised 16 November 2015 – Amended to include a six month implementation period. August 2023 – cancelled by HMPPS National Health and Safety Arrangements for First and Emergency Aid PF |
| 22/2015 | 20/2015 | Managing Litigation Claims | NOMS Litigation Team nlt@noms.gsi.gov.uk | 12/11/2015 | 10/11/2019 | Replaces and cancels: PSI 02/2013 – AI 01/2013 Claims Handling |
| 22/2015 (Revision) | 20/2015 (Revision) | Managing Litigation Claims | NOMS Litigation Team nlt@noms.gsi.gov.uk | 12/11/2015 | 10/11/2019 | Revision 7 December 2015 – The removal of “bunk beds” as an example of those claims which bring greater financial risk to NOMS in Annex C. An amendment to the postal address of Claims Handler, Gallagher Bassett, in Annex K. FEB 2023 – cancelled and replaced by the Managing Litigation Claims PF |
| *23/2015* | 21/2015 | *NOMS Health and Safety Arrangements for the Management of Stress in Staff* | Kathryn Ball – National Lead HS, NOMS HQ Email – kathryn.ball@noms.gsi.gov.uk Tel: 0300 047 5004 | 12/02/2016 | 11/11/2018 | |
| *24/2015* | | *Permanent Transfers* | HR Shared Services 0845 010 0302 | 01/12/2015 | 30/11/2019 | |
| 25/2015 | 27/2015 | Health and Safety Arrangements for Risk Assessment | Kathryn Ball, Head of Occupational Health, Safety and Employee Support. Kathryn.ball@noms.gsi.gov.uk Jim Noonan, National Lead-Health and Safety. Jim.noonan@noms.gsi.gov.uk . 07807 509865 | 21/03/2016 | N/A | Replaces and cancels: NOMS Guidance Note 02/2009 - Health and Safety Performance Reporting |
| 01/2016 | 01/2016 | Business Continuity Management Manual | Business Continuity and Resilience Team Email: BC&R@noms.gsi.gov.uk Phone: 0300 047 4082 / 0300 047 6905 Governance and Strategy Group Email: DoP_Correspondence@noms.gsi.gov.uk | 07/01/2016 | N/A | Cancelled in July 2019 and replaced by the Business Continuity Policy Framework. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|--------------------|--|---|----------------|-------------|--|
| 02/2016 | 02/2016 | National Probation Service (NPS) – Offender Travel | Becky Hart – ACO Senior Manager – Systems Integration – Development and Business Change: Becky.Hart@probation.gsi.gov.uk – 0300 047 4377 Liz Smith – Partnership and Stakeholder Lead – Development and Business Change: Liz.Smith@probation.gsi.gov.uk – 07767417859 | 14/03/2016 | 14/03/2016 | Replaces and cancels: Previous Legacy Trust Offender Travel policies in relation to the NPS Introduces amendments to the following documents: Replaces all previous legacy Trust Offender Travel policies – these will no longer be used by NPS |
| 02/2016 | 02/2016 | National Probation Service (NPS) – Offender Travel | Becky Hart – ACO Senior Manager - Systems Integration – Development and Business Change: Becky.Hart@probation.gsi.gov.uk - 0300 047 4377 Liz Smith – Partnership and Stakeholder Lead – Development and Business Change: Liz.Smith@probation.gsi.gov.uk – 07767417859 | 14/03/2016 | | 26 June 2021 This policy has been revised to reflect the termination of CRC contracts from June 2021 and provide up-dated references to structures and roles. 8 Sept 2022 – POP mileage rate increase from 15p to 45p per mile |
| 03/2016 | 03/2016 | Unpaid Work | Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 Lisa McDowell, National Service Integration Lead Lisa.mcdowell@justice.gsi.gov.uk 07580 907 377 | 20/01/2016 | N/A | Replaces and cancels: PI 02/2010 |
| 03/2016 (Revision) | 03/2016 (Revision) | Unpaid Work | Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 Lisa McDowell, National Service Integration Lead Lisa.mcdowell@justice.gsi.gov.uk 07580 907 377 | 20/01/2016 | N/A | Revision 22 February 2016 Paragraph 2.4 has been updated to clarify the point at which unpaid work should commence. Replaced and cancelled by PI 20/2016 |
| 04/2016 | | Determining Pre Sentence Reports – Sentencing Within the Framework | Jackie Ashby Offender Management – Policy Manager Jacqueline.ashby@noms.gsi.gov.uk : 07811 827215 | 22/01/2016 | N/A | Replaces and cancels: PI 05/2011 – Determining Pre Sentence Reports |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------------|--------|---|--|----------------|-------------|--|
| 04/2016 (Revision) | | Determining Pre Sentence Reports - Sentencing Within the Framework | Neil Stone Head of Community Offender Management Policy OAMS-OMPPG Tel: 02033340464 Mob: 07545732823 Email: neil.stone@noms.gsi.gov.uk | 22/01/2016 | N/A | Revision December 2016: This instruction has been updated at paragraphs 1.17, 5.3 and an additional paragraph at 5.6 to provide clarification on the position regarding Pre Sentence reports where domestic abuse and safeguarding checks are not available on the day request. |
| 04/2016 (Revision) | | Determining Pre Sentence Reports - Sentencing Within the Framework | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 22/01/2016 | N/A | Updated 1 March 2017 - This instruction has been amended by the removal of the Equality Information (consent) Form, referred to as annex B. This template will be kept and stored in the nDolius system. The contact details on the front page have also been updated. |
| 04/2016 (Revision) | | Determining Pre Sentence Reports - Sentencing Within the Framework | Gordon Callum Assurance & Intelligence Manager ProbationPolicy.Enquiries@justice.gov.uk | 22/01/2016 | N/A | 26 June 2021 To renew the previous PI 04/2016 Determining Pre-Sentence reports, to update the PI in preparation for the Unified Model of Probation, and to reflect developments in practice since the previous PI. To provide guidance on assessments to be completed at Court. July 2023 Following publication of the PSR Recording Guidance, it has been agreed that a PSR must be informed by an interview with the defendant. Recently completed reports on previous matters (less than a year old) may be used to inform further assessment and analysis for a new report, but they are no longer to be submitted to the court as a report in its own right. January 2024 Revision made to Section 6.2 |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------------------|---------|---|--|----------------|-------------|---|
| 05/2016 | | Corruption Prevention – How to Identify, Report and Manage Staff Corruption | Security Group: Policy related matters – concerning this PI, contact the Key Threat Manager – Corruption Prevention, sharanjit.nagra@noms.gsi.gov.uk 0300 047 6196. Operational related matters, contact the Corruption Prevention Unit, corruptionpreventionunit@noms.gsi.gov.uk 01527 551229. | 29/02/2016 | N/A | Replaced by Counter Corruption Policy Framework April 2019 |
| 06/2016 | 06/2016 | Adult Social Care | For matters concerning England or Wales: Health, Wellbeing, & Substance Misuse Co-commissioning Health.co-commissioning@noms.gsi.gov.uk | 06/04/2016 | N/A | Replaces and cancels: PSI 15/2015 - AI 10/2015 - PI 11/2015 Adult Social Care which expired on 31/3/2016. |
| 07/2016 | 07/2016 | Enforcement Orders | Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 | 11/05/2016 | N/A | Replaces and cancels: PC 18/2008 – Children and Adoption Act 2006 |
| 07/2016 Revision | 07/2016 | Enforcement Orders | Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 | 11/05/2016 | N/A | November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 |
| 07/2016 Revision | 07/2016 | Enforcement Orders | Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 | 11/05/2016 | N/A | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 20/02/2024 - updates Includes links to Probation Instructions and provides contact points for each probation region |
| 08/2016 | 08/2016 | Information Risk Management | Security and Information Group Dataprotection@justice.gov.uk | 11/05/2016 | N/A | Replaces and cancels: AI 04/2012 PSI 16/2012 |
| *09/2016* | | *Staff Resourcing* | Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504) | 01/06/2016 | N/A | |
| 10/2016 | | Offender Childcare | Becky Hart – ACO Senior Manager – Systems Integration – NPS Development and Business Change – 0300 047 4377 Joseph Sugden – Partnership and Stakeholder Lead – NPS Development and Business Change – 07860 948 902 | 01/07/2016 | N/A | Replaces and cancels: All legacy Probation Trust policy or guidance in relation to the payment of offender childcare costs. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|---------|---|---|----------------|-------------|--|
| 10/2016 | | Offender Childcare | Becky Hart – ACO Senior Manager - Systems Integration – NPS Development and Business Change - 0300 047 4377 Joseph Sugden – Partnership and Stakeholder Lead – NPS Development and Business Change – 07860 948 902 | 01/07/2016 | N/A | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts |
| 11/2016 | | Health & Safety Arrangements for the Management of Fire Safety in Probation Premises | Paul Hughes, NOMS North East Divisional Health and Safety Lead (NPS) 07773 237740; paul.hughes2@noms.gsi.gov.uk | 15/06/2016 | N/A | |
| 12/2016 | 09/2016 | Health & Safety Arrangements for Consultation on Matters of Occupational Health, Safety and Fire (OHSF) | Jim Noonan, National Lead, Health and Safety. Jim.noonan@noms.gsi.gov.uk ; 07807 509865 | 04/02/2017 | N/A | Replaces and cancels Guidance Note 03/2006, Consultation with Staff August 2006 is withdrawn |
| 13/2016 | 10/2016 | Health and Safety Management Arrangements for Manual Handling Operations | For further information about this PSI contact: Jim Noonan – National Lead, Health and Safety, NOMS HQ Email - Jim.noonan@noms.gsi.gov.uk ; Tel: 07807 509865 | 04/02/2017 | N/A | |
| 14/2016 | | Handling of Sensitive Information Including Information Provided by Victims for the Purpose of Parole Board Reviews | ppcs.policy@noms.gsi.gov.uk | 26/10/2016 | N/A | Replaces and cancels PSI 26/2014 PI 22/2014 – Handling of Sensitive Information Provided by Criminal Justice Agencies Cancelled November 2021 – this has now been replaced by the Handling Sensitive Information, Including Information Provided by Victims, for the purpose of Parole Board Reviews Policy Framework |
| 15/2016 | 12/2016 | Information Sharing Policy | Information Management and Security Team Tel: 0300 047 6590 Email: informationmgmtsecurity@noms.gsi.gov.uk | 07/11/2016 | N/A | Replaces and cancels AI 11/2013 – PSI 27/2013 – Data Sharing Policy, and PI 24/2010 Information Sharing Agreement. 28/05/2021 This has been replaced by the Information Sharing Policy Framework. |
| 16/2016 | 13/2016 | The Care and Management of Transgender Offenders | NOMS_equalities@noms.gsi.gov.uk | 01/01/2017 | N/A | Replaces and cancels PSI 07/2011 The Care and Management of Transsexual Prisoners |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|---------|---------|---|--|----------------|-------------|---|
| 16/2016 | 13/2016 | The Care and Management of Transgender Offenders | NOMS_equalities@noms.gsi.gov.uk | 01/01/2017 | N/A | <p>Amendments have been made to references to prison issue clothing to align the policy with PSI 30/2013 Incentives and Earned Privileges (IEP) and PSI 11/2011 IEP to reflect the temporary change to the policy on prison clothing which commenced on 15 November 2018</p> <p>22/7/19 Care and management of Individuals who are Transgender PE issued, to come into effect from 31/10/19. However, 4 elements will come in early (Aug/Sept), as identified on the PSI/PI</p> |
| 17/2016 | | Public Protection Manual | Safer Custody & Public Protection Group Khyati Parmar Khyati.parmar@noms.gsi.gov.uk 0203 334 0535 | 11/01/2017 | N/A | <p>Replaces and cancels PSI 08/2009 Public Protection Manual, PSI 38/2011 Terrorist Notification Requirements, PI 08/2011 Terrorist Notification Requirements, PSI 08/1997 Custodians of Child Protection Registers</p> <p>Revised to align with Incentives PF- Feb 2020</p> <p>20/09/2022 - Updated as a result of publication of the ACCI Policy Framework</p> <p>5/4/2024- Number of updates including: on sentenced prisoners' contact with victims; guidance on identifying public protection contact restrictions; and enabling prisons to approve social video calling as a separate child contact arrangement.</p> |
| 18/2016 | | Liaison Arrangements between Sentencers and Providers of Probation Services | For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk | 30/11/2016 | N/A | <p>Replaces and cancels PI 49/2014 Liaison Arrangements between Sentencers and Providers of Probation Services.</p> <p>Cancelled and Replaced by PI 05/2018</p> |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|-----------|---------|--|---|----------------|-------------|---|
| 19/2016 | 14/2016 | Implementation of Equality Analysis | NOMS Equalities Functional Mailbox Email: noms_equalities@noms.gsi.gov.uk | 22/12/2016 | 21/03/2020 | Replaces and cancels: AI 10/2011 Ensuring Equality; Equality Impact Assessment templates (HQ and operational) Introduces amendments to PSI 33/2011 – AI 11/2011 Equality of treatment for employees – Section 5 equality impact assessments is cancelled PSI 32/2011 Section 5 equality impact assessments, Annex B – B1 Bullet point 2, B4 and Annex E are cancelled 19/04/2023 cancelled by the Equality Analysis PF |
| 20/2016 | | Unpaid Work | Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 19/12/2016 | N/A | Replaces and cancels: PI 03/2016 – AI 03/2016 Unpaid Work and Community Payback Manual Edition 3.5 January 2016 Revised March 2018. Paragraph 2.4 changed to clarify the point at which unpaid work should commence Cancelled and replaced by PI 04/2019 |
| *01/2017* | 01/2017 | *Attendance Management Policy* | Shared Services HR Contact Centre ☎ 0845 010 3504 (VPN 7190 3504) | 05/01/2017 | N/A | Replaces PSO 8404 Management of Attendance, PSI 01/2009 Management of Attendance, PI 37/2014 Management of Attendance. |
| *02/2017* | 02/2017 | *Working with Display Screen Equipment* | Paul Hughes, NOMS North East Divisional Health and Safety Lead (NPS) 07773 237740; paul.hughes2@noms.gsi.gov.uk | 27/01/2017 | N/A | Replaces and cancels PSO 3806 - Display Screen Equipment – Health and Safety Issues AI 21/2010 – PSI 35/2010 Provision of Eye Tests and Glasses |
| 03/2017 | 04/2017 | Probation Victim Contact Service – Non-Statutory Cases | VCSpolicy@noms.gsi.gov.uk | 10/04/2017 | N/A | It amends part of Chapter 3 (which deals with discretionary victims) PI 48/2014 Victim Contact Scheme Manual 14/12/2023 – cancelled and replaced by the Victim Contact Scheme PF |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|-----------|--------|-------------------------------|---|----------------|-------------|---|
| *04/2017* | | *Adoption Leave Policy* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | N/A | Replaces the following documents which are hereby cancelled: The following sections of the NNC Handbook – Section A13 (paragraphs 3 & 4), Section A17, references in Section B9-B13 to 'linked work-life balance' documents, Sections C5 and C6, and any other related national, local or trust provisions. |
| *05/2017* | | *Annual Leave Policy* | SSCL HR Contact Centre ☎ 0845 010 3504 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: Section A6, paragraphs 1, 3-6, 9-10 and 20-21 of the NNC Handbook; Section A7, paragraphs 1, 3-6, 9 and 16 of the SCCOG Handbook; and any other related national, local or trust provisions. |
| *06/2017* | | *Career Break Scheme* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: NNC Handbook Section B19 and any other national, local and legacy trust career break schemes or policies. |
| *07/2017* | | *Paternity/Maternity Support* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: NNC Handbook Section A6 (paragraph 11), Section A13 (paragraph 5), Section C6 and any other related national, local or trust provisions. |
| *08/2017* | | *Maternity Leave Policy* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: NNC Handbook section A9 and references in section B9-B13 to linked work-life balance. SCCOG Handbook section A9 and any other related national, local or trust provisions. |
| *09/2017* | | *Parental Leave Policy* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: NNC Handbook section A13, references in sections B9-B13 to 'linked work-life balance' documents, section C10 and any other related national, local or trust provisions. |

| PI NO. | AI NO. | TITLE | DIVISION, CONTACT & TEL | EFFECTIVE DATE | EXPIRY DATE | NOTES |
|-----------|---------|--|--|----------------|-------------|---|
| *10/2017* | | *Special Leave Policy* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: Section A6, paragraphs 12-19 of the NNC Handbook, Section A7 and Section B13 of the NNC Handbook. References to special leave within Section A7 of the SCCOG Handbook and any other national, local or legacy trust special leave provisions. |
| *11/2017* | 05/2017 | *Shared Parental Leave* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: PSI 60/2011 Additional Paternity Leave |
| *12/2017* | | *Volunteer Reservist Policy* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled : Former Trust policies and NNC/SCCOG provisions |
| *13/2017* | | *Managing Poor Performance* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled : Former Trust policies and NNC/SCCOG provisions |
| *14/2017* | | *Employee Induction and Probation Periods* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: Former Trust policies and relevant NNC and SCCOG provisions. PI 35/2014 Employee Induction |
| *15/2017* | | *NPS Flexible Working Hours* | SSCL HR Contact Centre ☎ 0845 241 5351 | 01/09/2017 | | Replaces the following documents which are hereby cancelled: None |
| 01/2018 | | Home Detention Curfew – Assessment Process | HDC Policy Team Tel: 0203 334 5044/4689 Email – sppu.early.release@justice.gov.uk | 03/01/2018 | | Replaces and cancels PSIs – 19/2002, 39/2002 and 53/2004. PSO 6700 – Replaces chapter 5 in full and forms HDC 1, 1a, 2, 3, 3a, 3b, 4, 6 and 9 |

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|----------------------|---------|---|---|----------------|-------------|--|
| 01/2018 (revised) | | Home Detention Curfew – Assessment Process | HDC Policy Team Tel: 0203 334 5044/4689 Email: sppu.early.release@justice.gov.uk | 03/01/2018 | | Update 22 March 2018 – Paragraph 1.7 amended to update the review requirement to cover individuals refused HDC between 3 January 2018 and 22 March 2018 Section 6 amended to clarify the offences committed during current sentence that constitute exceptional reasons to refuse HDC; Annex B amended to update Best Practice Guidance and FAQ Annex E minor changes to Annex E (Forms) in light of user feedback since implementation. Contact Replaced by HDC policy Framework March 2019 |
| 03/2018 | 02/2018 | Data Protection Act 2018 | Kate Burns Kate.Burns@justice.gov.uk | 25/03/2018 | N/A | Replaces and cancels 61/2014 Replaced by Information Requests Policy Framework August 2021. |
| 02/2018 | | Records Information Management and Retention Policy | Angelina Pastore angelina.pastore@noms.gsi.gov.uk | 25/05/2018 | N/A | Replaces and cancels PSI 35/2014 |
| 04/2018 | 04/2018 | Critical Public Protection Case MP Notification Scheme | Nichola Whiley Nichola.Whiley@noms.gsi.gov.uk | 18/07/2018 | N/A | Replaces and cancels PI 06/2013 |
| 05/2018 | N/A | PI 05/2018 <i>Liaison Arrangements between Sentencers and Providers of Probation Services</i> | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 23/07/2018 | N/A | Replaces and cancels PI 18/2016 |
| 06/2018 | 06/2018 | NOTIFICATION AND REVIEW PROCEDURES FOR SERIOUS FURTHER OFFENCES | Liz Chapman Liz.Chapman@noms.gsi.gov.uk SFO team sfo@noms.gsi.gov.uk | | N/A | Updated June 2019 Revised Annex B to reflect changes to the updated guidance to help reviewers complete the SFO reviews. |

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|---------------------|---------|---|---|----------------|-------------|--|
| 06/2018 Revision | 06/2018 | NOTIFICATION AND REVIEW PROCEDURES FOR SERIOUS FURTHER OFFENCES | Liz Chapman Liz.Chapman@noms.gsi.gov.uk SFO team sfo@noms.gsi.gov.uk | | N/A | November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 Revised November 2020 – to provide further guidance about victim engagement. 29 Nov 2021 – cancelled and replaced by the Notification and Review Procedures for Serious Further Offences Policy Framework |
| 07/2018 | 05/2018 | Through the Gate (TTG) – Instructions and Guidance note on the TTG enhanced minimum specification contained within Probation Services Agreement, Schedule 7 | Fiona Radford Fiona.Radford@justice.gov.uk CommunityBDU@justice.gov.uk | 01/01/2019 | 31/12/2020 | |
| 07/2018 | 05/2018 | Through the Gate (TTG) – Instructions and Guidance note on the TTG enhanced minimum specification contained within Probation Services Agreement, Schedule 7 | Fiona Radford Fiona.Radford@justice.gov.uk CommunityBDU@justice.gov.uk | 11/09/2019 | 31/12/2020 | Update 11 September 2019: This revision includes a section on HMPPS Co-Financing with the addition of an embedded FAQ document. Replaced by the Pre-Release and Resettlement PF 11/10/2022 |
| 01/2019 | N/A | Information sharing and effective management of the electronic monitoring requirements | Gordon Callum Gordon.Callum2@justice.gov.uk | 04/04/2019 | N/A | Replaces PI 12/2011 Deliver Curfew Requirement Specification |
| 01/2019 | N/A | Information sharing and effective management of the electronic monitoring requirements | Gordon Callum Gordon.Callum2@justice.gov.uk | 04/04/2019 | N/A | 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 30 April 2024 – new EMS email |
| 02/2019 | N/A | Health and Safety Arrangements for Workplace Inspections. | Paul Hughes paul.hughes1@justice.gov.uk | 20/06/2019 | N/A | New Policy |
| 03/2019 | | NPS National Disputes Resolution Procedure (not published yet) PI not published until 2020 – see 01/2020 | Kate Stock Kate.Stock@justice.gov.uk | | | Await contact from policy lead |
| 04/2019 | N/A | Unpaid Work | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/10/2019 | N/A | Replaces and cancels PI 20/2016 (Unpaid Work) |

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| 04/2019 | N/A | Unpaid Work | Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812 | 01/10/2019 | N/A | 26 June 2021 - Unpaid Work will cease to be contracted out to Community Rehabilitation Companies and will instead be delivered by the Probation Service directly. The Community Payback Practice Guidance has been updated. Guidance on extending and terminating Unpaid Work Requirements has been updated. 22 April 2024 - Various changes in language and guidance. |
| *01/2020* | 02/2020 | *NPS NATIONAL DISPUTES RESOLUTION PROCEDURE* | Kate Stock Kate.Stock@justice.gov.uk | 15/05/2020 | N/A | |